** Massachusetts Institute of Technology**

**School of Engineering**

77 Massachusetts Avenue

Cambridge, Massachusetts 02139-4307

**APPOINTMENT REQUEST FORM**

For Research Affiliates / Visiting Engineers / Visiting Scientists / Visiting Scholars

Approval from the Department Head is required ***prior*** to extending an official offer.

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| --- | --- | --- | --- |
| Date: | | Host (must be Faculty sponsor or PI): | |
| **Please provide the following information:** | | | |
| Name of Visitor: | | | Current Title of Visitor: |
| Name of Visitor’s employer: | | | |
| Type of employer: | US or foreign non profit or educational/research institution  For-profit  Self employed  None of the above | | |
| Please explain the nature of the business, if you select for-profit, self-employed, or none of the above. | | | |
| Proposed Appointment Title (e.g. Research Affiliate, Visiting Engineer, etc.): | | | |
| Period of Appointment (Specific Dates): | | | |
| If Reappointment, provide date of initial appointment: | | | |
| Visa Requirements:  No  Yes | | | |
| Space Requirements to be provided by sponsoring faculty:  Office Location:       Lab Location:       Phone Ext: | | | |
| Visitor’s Financial Arrangements:  Personal  Outside Agency  MIT (Cost object:      ) | | | |
| **Potential Conflict of Interest** [e.g. any Relationships between your Visitor (or his/her Employer) and your Research Projects, and MIT IP]: *If you answer YES to the any of the questions in this section, please provide an explanation. In such cases, the advance approval of the Dean is required* ***before*** *an appointment can be made.* | | | |
| 1. Does faculty host have a personal relationship with the visitor?  No  Yes   If yes, please describe. | | | |
| 1. Does faculty host or member of the faculty host's family have outside professional/significant financial interest (SFI) with visitor’s employer? *(e.g. consulting, board membership, ownership)*?   No  Yes If yes, please describe. | | | |
| 1. Will any company-related research be carried out by the visitor while on campus?  No  Yes If Yes, please explain. | | | |
| 1. Please describe in detail the specific research duties in which the visitor will be engaged.   Also, describe how the research is separate and distinct from the business of the company. | | | |
| 1. Is the visitor coming to MIT under an existing Sponsored Research Agreement?  No  Yes If yes, what is the cost object and project title? | | | |
| 1. Will the visitor be bringing any materials to campus (i.e. software, databases, biological materials)?  No  Yes If yes, please describe. | | | |
| 1. CV of visitor must be attached. Please include visitor's email address: | | | |

Note: A fully executed inventions and proprietary information agreement (IPIA) is required.

Department Head Approval Date