** 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.

|  |  |
| --- | --- |
| 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