# Guide to ChemE Lab Personnel

ChemE Admin Assistants are often responsible for managing personnel in their labs. The exact composition of personnel will vary from lab to lab, but here is a general guide with some helpful information!

**Types of Lab Members:**

- **Faculty**: Also referred to as "principal investigator", or PI, this is the professor who is in charge of the lab.

- **Graduate students**: these MIT students are working on getting their masters (MS) or doctorate (PhD) degrees. They may be taking classes, but may also be finished with classes and just be working in the lab. Most will be from ChemE, but students from other departments can also join ChemE labs.
    - Hiring: First year graduate students "rotate" through different labs to see what's a good fit, and then come to an agreement with a particular PI to become part of their lab. You won't have to do much about this, except possibly to help schedule meetings, or grant them card access to the lab. Your PI should inform you when grad students are joining the lab.
    - Funding: The finance team is responsible for entering their funding information on Odyssey every semester.
        - If there are non-ChemE grad students in your labs, their departments may have different deadlines or processes for entering funding information. You may need to provide information to their home department regarding their funding plan. If you are asked for this, check with your PI/finance person for the information.

- **Postdocs**: These are researchers who have recently completed PhDs. They are considered MIT employees. Postdoc appointments are technically for one year at a time, with the expectation of renewal as long as things are going well.
    - Funding: Postdocs can be funded in several ways, which affects their title/categorization.
        - If they are being paid by the PI, then will be categorized as a **Postdoc Associate**. The PI can decide how much to pay, as long as it's above the standard minimum- check with HR if you need to know the current minimum.
        - If they are being paid by an external grant/scholarship/fellowship, they will be categorized as a **Postdoc Fellow**. The amount provided still needs to be above the standard minimum.

        - If a mix of both types of funding, whichever is providing the majority of the funding will determine if they are a Fellow or an Associate.
    - Hiring:
        - PIs will generally let you know when they have a postdoc they want to hire. You should complete the New Hire form by going to the ChemE People App on Quickbase. You will need to collect a variety of information and documentation from both the incoming postdoc and from your PI in order to do this.
        - Submit hiring materials at least **three months** before start date!
        - Many postdoc candidates are invited to visit the lab to meet lab personnel and the PI, and give a presentation on their research. You may be asked to help schedule these visits, and possibly to assist with travel bookings and expenses for the prospective postdocs.

- **UROPs**: Undergraduates who are working in the lab, often for a semester at a time and for credit in addition to pay. Mostly from MIT, but cross-registered Wellesley students can also be UROPS. Undergrads from other universities cannot be UROPs.
    - Hiring and Funding: Admin assistants don't handle UROP hiring, so you shouldn't have to deal with these questions in most cases. If questions come up, contact cheme-hr@mit.edu.

- **Visiting students**: graduate students from other universities who spend a few months to a year as a visiting member of an MIT lab.
    - Hiring:
        - ChemE has a specific number of visiting student slots available for each fiscal year (July-June). When a PI lets you know that they have a visiting student they want to bring on board, the first step is to email cheme-hr@mit.edu and request that a space be reserved. You will need to know the proposed dates of the visit and the student's name.
        - Once the slot is reserved, HR will contact you about the necessary information and documentation to create the appointment, as well as the timeline to turn that in. Collect the relevant information from your PI and from the prospective visiting student, then email it to HR.
    - Funding:
        - Visiting Student costs include a $1000 administrative fee that the PI must pay from a discretionary account, and a $625/month visiting student fee that can be paid by the student, the PI (from a discretionary account only), an external scholarship, or any mix of the three.
        - PIs may optionally choose to provide other funding to visiting students, including living stipends, travel expenses, or help with insurance costs,

but visiting students are not guaranteed a paycheck.

- **Visiting scholars/Visiting scientists/Visiting researchers**: professionals employed at companies or universities outside of MIT who are visiting members of an MIT lab.
    - Hiring:
        - Before we can make an official offer to a visiting scholar, two pieces of documentation have to be submitted. The prospective visitor must fill out an IPIA form, and the PI must fill out a School of Engineering Appointment Request form. These should be emailed in to HR. They will submit them appropriately, and let you know if/when they are approved.
        - Once the appointment request is approved, you can collect and submit the information and documentation required for the New Hire form on the ChemE People App on Quickbase. You can also send the invitation letter to the visitor at this time.
    - Funding: Most visiting scholars are paid either by their home institution or by external grants/fellowships.

- **Research scientists/Research engineers/Research associates**: professionals who are not associated with an outside university or business, just employed by MIT.
    - Hiring and funding: Collect the relevant information and submit the New Hire form on the ChemE People App on Quickbase.

- **Temp employees**: This category is usually used for interns, though it can occasionally apply to others as well, such as consultants.
    - Hiring and funding: Temp employees at MIT are handled through a partner firm called NextSource. They have an information gathering template that you will need to fill out with info from both the PI and the prospective temp. Email that template when complete to HR.
        - Temp employee hiring requests usually only take a few weeks to be processed.
        - If temps are minors (this comes up with high school summer interns mostly), there is additional paperwork to fill out. https://minors.mit.edu/ is a good place to start.