

Exception to Five Year Limit –

Introduction to the updated form, February 2016:

Since the adoption of the MGH Guidelines for Research Fellows in 2007, the research fellow appointment is limited to a maximum of five years. In some cases, it is beneficial for the research fellow to remain in this training position for an additional year (see Guidelines for Research Fellows for details).

All requests for an extension to the five year term limit are required to submit an Appointment Extension Request, along with the materials and information listed below.

For any questions about the Appointment Extension Request form, please contact the Center for Faculty Development's Office for Research Career Development:
orcd@partners.org or 617-643-1606.

Instruction to submit a complete Appointment Extension Request:

- Complete all fields, and obtain all signatures (research fellow, PI and service chief).
- Attach research fellow's current CV.
- Attach most recent Annual Career Planning Form (must be completed within the last year)
- Attach Salary Exception Form, if relevant (note: Salary Exception must be approved with HR to reflect the extended appointment end date requested in this form).
- If this is a 2nd extension or higher, the research fellow is strongly encouraged to schedule a career advice meeting with ORCD staff
- Send all materials to ORCD@partners.org

RESEARCH FELLOW Appointment Extension Request

Name:		Employee ID:
Date of Hire:	Current Appt. Ends:	
Department:		Number of previous extension requests:
Reason for requesting an extension of this Research Fellow appointment beyond the maximum 5-year limit:		
List all publications authored by the research fellow that have resulted from the MGH research during this training position (list full citations):		
Attach current <u>CV</u> and copy of latest <u>Annual Career Planning Form</u> <input type="checkbox"/>		
Requested Extension End Date (not to exceed one year):		
Does the Fellow have a Salary Exception:		If yes, end date of exception:
REQUIRED SIGNATURES:		
REQUESTING SPONSOR (Principal Investigator):		
Print Name: _____		
Signature: _____ Date: _____		
RESEARCH FELLOW ATTESTATION: I understand that the recommended maximum duration of the research fellow training period is 5 years. If this is a second extension or above, I agree to meet with the ORCD director/staff for career advice.		
Print Name: _____		
Signature: _____ Date: _____		
RECOMMENDED BY (Service Chief)		
Print Name: _____		
Signature: _____ Date: _____		

SUBMIT FOR APPROVAL ONLY WHEN THE ABOVE SIGNATURES HAVE BEEN ACQUIRED

OFFICE FOR RESEARCH CAREER DEVELOPMENT RECOMMENDATIONS:

APPROVED BY OFFICE FOR RESEARCH CAREER DEVELOPMENT:

Print Name: _____

Signature: _____ **Date:** _____