

VISITING SCIENTIST/STUDENT APPLICATION

Application for Appointment as a Jackson Laboratory Visiting Scientist or Student (not enrolled in a formal Genomic Education program)

In accordance with the Visiting Scientist, Scholar and Student Appointments policy ([POL.RES.001](#)), the Chief Executive Officer, Senior Vice President for Research or a campus Scientific Director appoints the Visiting Scientist or Student not enrolled in a formal Genomic Education Program. Please email this application and copy of the CV to the [Legal Department](#) for review before extending a formal invitation to the candidate through an Appointment Letter.

Visiting Scientists should:

1. Have a Ph.D. or have equivalent training;
2. Have two or more years of research experience following the Ph.D.;
3. Have demonstrated a high professional ability in fields related to the work being proposed;
4. Hold a position at another laboratory or at a University and should be coming to the Laboratory part-time or for a short duration;
5. Have an outside source of salary support of at least \$2,500/month (personal funds are excluded); and
6. Have health insurance coverage.

Visiting Students should:

1. Be enrolled in a degree-granting educational program at an accredited academic institution;
2. Should be coming to the Laboratory part-time or for a short duration;
3. Have a specific academic purpose for training at the Laboratory;
4. Have an outside source of salary support; and
5. Have health insurance coverage.

Important Considerations

1. Appointees will need to show evidence of health insurance and external funding.
2. Appointments are typically for a maximum term of one year and in most cases are non-renewable. Appointment requests for a term of greater than one year and renewal requests to extend a term beyond one year will be evaluated by Human Resources to determine whether the request is for a Visiting Scientist or Student appointment or for employment.

Please consult the Visiting Scientist, Scholar and Student Appointments policy ([POL.RES.001](#)) for more information.

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This application must be completed by the Faculty member sponsoring the Visiting Scientist/Student. Unless otherwise indicated, information requested pertains to the individual for whom sponsorship is being requested.

Appointment type (check all that apply):

- New Appointment
- Reappointment

1. Name and email address:

Last:

First:

Title:

Email address:

2. Name of The Jackson Laboratory Faculty member sponsoring the Visiting Scientist/Student:

3. Requested appointment dates (no more than one year):

From:

To:

4. Is visa sponsorship and/or work authorization required now or in the future?

5. Permanent address (including country):

6. Position or title with current employer/university:

7. Highest Degree Obtained or Degree being sought:

8. Current employer or Academic Institution and Department (name of):

9. Address of current employer or Academic Institution (including country):

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10. Year in academic program:

11. Name of department chair/program dean and their contact email (for Visiting Students only):

12. Source of outside financial support while at the Laboratory:

13. Amount of financial support while at the Laboratory (per month):

14. Percentage of time at the Laboratory (%):

If not 100%, where will applicant spend rest of time?

15. Has the applicant previously held an appointment at the Laboratory?

- Yes
 No

16. Will the applicant bring any equipment (other than a personal computer), data or materials to the Laboratory?

- Yes
 No

If yes, please describe and note any special requirements for installation.

17. Briefly describe the applicant's proposed activities (and access required), study and/or research while at the Laboratory. Also describe any arrangements for space and other resources:

SIGNATURES REQUIRED

The Jackson Laboratory

Signature of
Senior Vice President for Research or Scientific Director

Printed Name

Signature of Faculty Sponsor

Printed Name

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Conflict of Interest Screening Questions (for the applicant to complete). Please note: definitions of bolded words are included at the end of the document. Student Applicants do not need to complete this form unless they will meet the definition of an “Investigator” under Public Health Services policy.

I certify that I am not an “Investigator” under Public Health Services policy. Yes No

1. Do you, or will you, your spouse, your domestic partner, or your dependent children serve in a **fiduciary** or management role for any external **entity**, or serve on an advisory/review committee for a commercial entity that could relate to your **research**, administrative, or other Jackson Laboratory activities? *This includes, but is not limited to, service as an **officer**, or other management position, partner, trustee, member of the board of directors or scientific advisory board.*

Yes No

If yes, please describe:

2. Do you, or will you, your spouse, your domestic partner, or your dependent children have any reportable **financial interest** from an external **entity** that could relate to your **research**, administrative, or other Jackson Laboratory activities?

Yes No

*(This includes, but is not limited to, consulting fees; stock, stock options, or other ownership interests; honoraria or speaking fees from for-profit entities; salary; loan; gifts; fees for serving on boards of directors, scientific and other advisory boards; or other compensation. If you have or will receive **royalty** payments, do not include these payments when responding to this question. Consider your **royalty** payments when responding to questions 3 & 4).*

If yes, please describe:

3. Do you have any active **patents** or **patent** applications resulting from or related to your Jackson Laboratory work?

Yes No

4. Do you have any **license agreements** (or expect to execute any agreements) with an outside **entity** that is resulting from or related to your Jackson Laboratory work?

Yes No

Signature of Visiting Scientist/Student:

Date: _____

Email address: _____

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Conflict of Interest Questions (term definitions)

Fiduciary: One who owes to others the duties of good faith, trust, confidence, and candor. Fiduciaries include officers, trustees, partners or members of the governing board of an entity.

Entity: Any non-Jackson Laboratory organization, including for-profit or non-profit companies, corporations, partnerships, LLCs, foundations, associations, cooperatives.

Research: A systematic investigation designed to develop or contribute to generalizable knowledge. Research includes conducting clinical trials.

Officer: A person who holds an office of trust, authority, or command. In corporate organizations, an officer is elected or appointed by the board of directors to manage the daily operations of the firm. Officers include chief executive officer, president, vice president, secretary, and treasurer.

Financial interest: Any financial interest in or relationship with an entity, including, but not limited to, stocks, bonds, stock options, warrants, partnership or other equity or ownership interests, rights to patent or royalty payments, consulting fees, honoraria, speaking fees, salary, loans, gifts, lectureship fees, fees for serving on boards of directors, scientific and other advisory boards, or other compensation. For the purposes of this disclosure, financial interests DO NOT include stock owned through mutual funds or reimbursement for travel expenses.

Royalty: Compensation for the use of intellectual property, usually copyrighted works or patented inventions, often calculated as a percentage of the receipts from use of the property or as a payment for each unit produced.

Patent: The exclusive right to make, use, or sell an invention for a specified period of time, granted by the federal government to the inventor.

License agreement: A contract by which one (the licensor) grants to another (the licensee) the right to sell, make, or use certain intellectual property in return for royalties, fees, or other forms of compensation.

Please submit this application by email to the [Legal Department](#)