

BioMed Postdoc Actions
Required Documents Checklist

New Appointment	Reappoint	Extend	End - Resign	End - Do Not Reappoint	End - Promoted within Brown	Title/ Salary Change	LOA exit/ return
For postdocs on visas, please contact OISSS to complete relevant documentation requirements.							
<input type="checkbox"/> PDAF	<input type="checkbox"/> PDAF	<input type="checkbox"/> PDAF	<input type="checkbox"/> Resignation memo/ email, signed, dated	<input type="checkbox"/> Proof PD notified & acknowledged	<input type="checkbox"/> Copy of new appt letter, signed by PD	<input type="checkbox"/> PDAF	<input type="checkbox"/> PDAF
<input type="checkbox"/> CV	<input type="checkbox"/> Updated CV		<input type="checkbox"/> Next position, if available	<input type="checkbox"/> Next position, if available			
<input type="checkbox"/> Check if 5th year *	<input type="checkbox"/> Check if 5th year *	<p>* Please see details on OGPS website regarding PhD proof, prior experience, and stipends/salaries.</p>					
<input type="checkbox"/> Check salary/stipend level *	<input type="checkbox"/> Check salary/stipend level *						
<input type="checkbox"/> IDP	<input type="checkbox"/> Updated IDP, if available						
<input type="checkbox"/> 3 LOR, signed/ dated/ letterhead							
<input type="checkbox"/> PhD proof *							
<input type="checkbox"/> For postdocs recruited through a search process, include documents required to close the search (see the OGPS website for details)							