

Please return to the Office of Postdoctoral Affairs ([cgs-postdoctoral@musc.edu](mailto:cgs-postdoctoral@musc.edu) or [drakm@musc.edu](mailto:drakm@musc.edu))

**Please provide the following information for review by the Assistant Dean for Postdoctoral Affairs:**

Recipient Name	Department
Hire Date	
Funding Source Name	Award ID
Postdoctoral Trainee PI	Postdoctoral PI Email
Grant Administrator	Payroll Coordinator
Dept. Business Administrator Name	Phone
Dept. Business Administrators Signatures	Date

- Attach the Applicants most current CV for Review
- In the space provided, provide a brief list of the training objectives for this recipient
- Please provide a brief description of how this recipient is the best fit for this postdoctoral opportunity.
- Please describe the recipients Visa Status
- Please describe the salary you would like to offer this applicant and any justification related to the requested level
- Please attach a copy of the offer letter for this recipient