

**Columbia University Guidelines for
Incidental Career Development Activities for
Postdoctoral Research Scientists, Scholars and Fellows**

Columbia University recognizes that postdocs, including Postdoctoral Research Scientists, Scholars, and Fellows¹ (“Postdocs”), play a unique role at the University as their activities encompass both research and professional training. This dual role has been recognized nationally and in federal regulations.^{2,3,4} In order to facilitate career development experiences for Postdocs, and in compliance with applicable federal regulations, the University has established the following guidelines for Postdoc incidental career development activity (“PD Incidental Career Activity”):

1. Postdocs may engage in PD Incidental Career Development Activity at Columbia above and beyond their sponsored research responsibilities.
2. Subject to any sponsor or regulatory limitations, Postdocs may be paid additional compensation by the University for PD Incidental Career Development Activity where appropriate, e.g.,
 - Occasional guest lectures, grading, occasional assistance with lab sections, or other incidental teaching activity at the University.
 - Technology transfer internships (work completed on flexible schedule outside regular business hours).
 - Teaching in University-led K-12 science programs, e.g., the Science Honors program (typically weekend programming).
3. To qualify as PD Incidental Career Development Activity, the activity must be limited to no more than 10 hours per week and must be clearly separate and distinct from any sponsored project activity of the Postdoc. In general, PD Incidental Career Development Activity may not last longer than one year during the period of the postdoc training.
4. Repeated requests for additional compensation for the same activity might require the reassessment of a Postdoc’s appointment and salary. When the PD Incidental Career Development Activity is recurring, it may no longer be considered incidental, may

¹ These roles are defined at <http://www.postdocs.columbia.edu/definitionA.html>.

² 2 CFR § 200.400(f)

³ National Institutes of Health (2012) *Biomedical Research Workforce Working Group Report*, National Institutes of Health, Bethesda, MD, USA

⁴ National Academy of Sciences, National Academy of Engineering, Institute of Medicine (2014) *The Postdoctoral Experience Revisited*, National Academies Press

require an appropriate secondary appointment, and will likely require a reduction in effort charged to sponsored projects.

5. Compensation for PD Incidental Career Development Activity must be appropriately documented. If such compensation is to be charged to a sponsored project, it must be specified in the budget or prior approval must be obtained from the sponsor.
6. PD Incidental Career Development Activity as defined here does not include teaching a course at Columbia. Teaching a course is not incidental. To ensure compliance with regulations and funding agency requirements, teaching a course must be approved on a case-by-case basis by the Offices of the Controller, Sponsored Projects Administration and Research Compliance and Training, in addition to the appropriate academic unit and Office of the Dean/Executive Vice President. Teaching a course generally requires a reduction in effort charged to sponsored projects.
7. Postdocs on visas must first obtain approval from the International Students and Scholars Office (for Morningside, Lamont and Nevis) or the International Affairs Office (for CUMC) before obtaining any other approvals.
 - o Postdocs who are working on H1-B visas generally may not participate in any work activities outside the normal job duties of their position.
8. Non-recurring PD Incidental Career Development Activity, e.g., a one-time lecture per year, need only be approved by the postdoc's Principal Investigator.
9. All other PD Incidental Career Development Activity must be approved by:
 - o The Postdoc's Principal Investigator
 - o For Postdocs who are funded on fellowships and training grants, the Office of Sponsored Projects Administration.
 - o The administrator of the Postdoc's home department
 - o The administrator in the department where the activity is occurring
 - o The appropriate approver in the office of the relevant Dean or Executive Vice President
 - o The the Provost's Office of Academic Appointments (Morningside, Lamont and Nevis) or the CUMC Payroll Service Center (CUMC), as applicable. If the Activity spans both campuses, both Offices must approve the work.

The attached Additional Compensation Approval Form must be completed and submitted to obtain approval for the Activity.

10. The Office of Academic Appointments (for Morningside, Nevis and Lamont) or the Payroll Service Center (for CUMC), as appropriate, should be copied on emails

circulating the attached Additional Compensation Approval Form, and such offices will monitor the approval process on their respective campuses to ensure efficient progress. The Office of Postdoctoral Affairs will assist in resolving approval delays.

11. On a regular basis, these Guidelines will be reviewed to ensure that it is working as expected and to assess whether any adjustments are required.

For questions about these Guidelines, please contact:

Columbia University Office of Postdoc Affairs

postdocaffairs@columbia.edu

212-305-4073

<http://postdocs.columbia.edu/>

Other Resources:

[Sponsored Projects Handbook](#)

[Columbia University Policy on Charging Compensation to Sponsored Projects](#)

[Office of Sponsored Project Administration](#)

[Office of Research Compliance and Training](#)

[Office of the Controller](#)

**Postdoctoral Incidental Career Development Activities:
Additional Compensation Approval Form**

This approval form is to be used for Postdoctoral Research Scientists/Scholars and Fellows (“Postdocs”) who plan to participate in PD Incidental Career Development activities (as defined in the Columbia University Guidelines for Incidental Career Development Activities for Postdoctoral Research Scientists, Scholars and Fellows), that involve payment of additional compensation. This form must be completed with all required signatures **PRIOR** to commencement of the intended activity. This is the only form that will be accepted from August 25, 2016 forward for approval of additional compensation for postdocs stemming from incidental career development activities.

To be completed by the Postdoc:

Postdoc Name: _____ **UNI:** _____

Administrative Department: _____

Description of Postdoc Incidental Career Development Activity (indicate department in which work will be done if different from Administrative Department):

Hours Per Week (no more than 10): _____ **Start & end dates (no more than 1 year):** _____ to _____

(Note: the period of incidental activity cannot extend past the end date of the postdoc appointment, even if the postdoc appointment is expected to be renewed.)

Total Compensation for Period of Incidental Activity: _____

1. Are you receiving a stipend through a fellowship or training grant? Yes _____ **No** _____

If yes, provide the fellowship name or funding mechanism (e.g. NSF Biology Fellowship or NIH T32):

If the Postdoc is on a fellowship/training grant, please scan this form and email it to spa_addcomp@columbia.edu in the Office of Sponsored Projects Administration (SPA) for a review of the policies governing the fellowship/training grant. SPA must validate that the activity in question is allowed under the terms of the fellowship/training grant by signing this form and returning it to the Postdoc.

SPA Representative (Print Name): _____ **Title** _____

Signature: _____ **Date:** _____

2. Are you employed at Columbia on a non-immigrant visa (J-1, F-1, O-1, TN, or E-3)? Yes _____ **No** _____

If yes, please bring this form to the International Students and Scholars Office (ISSO) (for Morningside, Nevis or Lamont), or the International Affairs Office (IAO) (for CUMC) for their approval. A representative from ISSO or IAO must sign this form to validate that the activity in question is allowed under the terms of the postdoc’s visa. **H-1B visas generally do not allow participation in any work activities outside the normal job duties.**

ISSO/IAO Representative (Print Name): _____ **Title** _____

Signature: _____ **Date:** _____

3. Postdoc’s Principal Investigator (Print Name): _____

PI Title _____ **Signature:** _____ **Date:** _____

The signed form must be returned to the Postdoc for further approvals.

**Postdoc Incidental Career Development Activities:
Additional Compensation Approval Form (p. 2 of 2)**

Once the above portion of the form is completed, the Postdoc should submit a copy of the form to the departmental administrator of his/her administrative department to obtain the additional approvals below. To ensure prompt processing, the Postdoc should also email a copy of the form to Carmen DeLeon (cd28@columbia.edu) and Zeid Sitnica (zs2152@columbia.edu), Associate Provosts for Academic Appointments (for Morningside, Nevis and Lamont), or Lenard Ruiz (lmr131@cumc.columbia.edu), Executive Director of CUMC Payroll Office (for CUMC), if on the Medical Campus.

The departmental administrator of the Postdoc's administrative department must complete the remaining portions of the form by obtaining the indicated signatures *within a two-week time period*. The completed form must then be emailed to Carmen DeLeon (cd28@columbia.edu) and Zeid Sitnica (zs2152@columbia.edu), Associate Provosts for Academic Appointments (for Morningside, Nevis or Lamont), or Lenard Ruiz (lmr131@cumc.columbia.edu), Executive Director of CUMC Payroll Office (for CUMC). Final approval will be communicated to the Postdoc and applicable Departmental Administrator by the Associate Provosts for Academic Appointments or the CUMC Payroll Office as applicable. If two weeks have passed without an approval granted, the Postdoc should email the applicable office. In the event of further delays, the Postdoc should contact Ericka Peterson (ep2806@cumc.columbia.edu), Executive Director, Office of Postdoctoral Affairs.

1. Approver for Department in which Career Development Activity will take place (Print Name and Title)

Compensation Funding Source (if the funding source is a sponsored project, please provide the project name and number and confirm that the project's budget reflects that individuals may be compensated over and above institutional base salary):

Signature: _____ **Date:** _____

2. Approver for Postdoc's Administrative Department (Print Name and Title):

Signature: _____ **Date:** _____

3. Approver for Dean/EVP (Print Name and Title)

Signature: _____ **Date:** _____

To be completed by Associate Provost for Academic Appointments OR the Executive Director of the CUMC Controller's Office:

Associate Provost for Academic Appointments

Signature: _____ **Date:** _____

OR

CUMC Payroll Office

Signature: _____ **Date:** _____

Additional information can be found at: www.postdocs.columbia.edu/forms.html. See also Columbia University Guidelines for Incidental Career Development Activity for Postdoctoral Research Scientists, Scholars and Fellows: <http://evpr.columbia.edu/content/selected-policies>