



NON EMPLOYEE ORGANIZATIONAL RELATIONSHIPS

	AFFILIATE CATEGORIES						Previously 995xA7
Job Code	995xA1	995xA2	995xA3	995xA4	995xA5	995xA6	918B00
% of affiliates	21%	14%	26%	4%	31%	4%	<1%
Approval Path	Affiliate	Affiliate	Affiliate	Affiliate	Affiliate	Affiliate	Research Faculty
Primary Purpose of Affiliation	Business Partner/ Contractor	GT Entities & Affiliated Orgs.	Instruction/Counseling	Short-Term Research/Access (<6 months)	Research/Collaborate	Former Paid-Employee Collaborators/Mentors <i>Not on campus</i>	Postdoctoral Scholars with external award, not on GT payroll (Approval Req'd)
Definition							
Why do they need Affiliate Status?	On the payroll of another business (non-academic), but located on GT campus or requiring frequent visits	Employee of GT affiliated organization, services agreement, or GT formal joint venture with another institute	Primarily <u>teaching or counseling</u> on campus, either as a professional or military instructor or between paid teaching semesters.	<u>Short-term</u> (30 days to 6 months) temporary access to IT systems or campus facilities.	Access for the primary purpose of <u>research</u> and/or collaboration for a period up to five years.	<u>Former employees</u> (no longer on campus) continuing their mentoring or research immediately after leaving GT paid status.	<u>Recipients of postdoctoral fellowships</u> that provide a stipend from an external source to participate in mentored training at GT.
Where will they be located	On or off campus	On or off campus	On or off campus	On or off campus	On or off campus	OFF campus	On campus
Typical Examples: (Partial list)	Consultants, Auditors, Temp Agency or Facilities Contractors, Bright Horizons, Barnes & Noble	GT Foundation, Alumni Association, GT Lorraine, Emory/CHPA, E ² , CABI/GSU	Professional Ed, Military/ROTC, Chaplains, Part-time Lecturers	B-Visitors (visa), volunteers, non-GT students, graduated students finishing projects	Clean room users, J1 Exchange Visitors, former employees located <u>on</u> campus, students not on GT payroll & requiring employee-type access	Former academic or research employees no longer on campus but still needing system access for collaboration	Recipients of NIH NRSA awards, NSF postdoctoral fellowships, and other individual postdoctoral fellowships that pay a stipend directly to the recipient
Term length	up to 3 years at a time (renewable)	up to 5 years at a time (renewable)	up to 3 years at a time (renewable)	30 days to 6 months (cannot extend in this code)	up to 5 years (renewable)	up to 3 years (cannot renew/extend in this category)	term of fellowship, up to 5 years
Requirements							
GT Background Check	Required, or verification that one has been done by employer			Not required	Required (unless current GT student & noted in DHF comments)	Not required (off-campus ex-employee)	Required
GT Supervisor	ALL affiliate categories require a GT employee listed as supervisor						Required
Future TERM date	ALL affiliate categories require a future termination date						Required
Intellectual Property Agreement	Affiliate IP Agreement is included in electronic onboarding packet						YES (unless award restrictions/issues)
Export Control	Export Control required for all non-US persons (not required for US Citizens or Permanent Residents)						YES (if non-US person)
iStart Form(s)	iStart required for all non-US persons located in the US						YES (if non-US person)
Important Note:	Individuals can be affiliates OR employees, they cannot be both types concurrently at the same USG Institution						Proof of Award Req'd (e.g. award notice, letter)