

	AFFILIATE CATEGORIES						Previously 995xA7
Job Code	995xA1	995xA2	995xA3	995xA4	995xA5	995xA6	918B00
OneUSG Designation	CWR	CWR	CWR	POI	CWR	POI	CWR
% of affiliates	17%	13%	20%	6%	39%	4%	
Primary Purpose of Affiliation	Business Partner/ Contractor	GT Entities & Affiliated Orgs.	Instruction/Counseling	Short-Term Access (<6 months)	Research/Collaborate	Former Paid-Employee Collaborators/Mentors <u>Off-campus</u>	Postdoctoral Scholars w/ 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 teaching or counseling on campus, either as a professional or military instructor (or between paid teaching semesters.)	Short-term (30 days to 6 months) temporary access to IT systems or campus facilities for six months or less	Access for the primary purpose of research and/or collaboration for a period up to five years at a time	Former employees - no longer on campus - continuing their mentoring or research immediately after leaving GT paid status	Recipients of postdoctoral fellowships that provide a stipend from an external source to participate in mentored training at GT.
Where will they be located	On GT campus	On or off campus	Likely on campus, but not necessarily	Likely on campus, but not necessarily	On or off campus	OFF campus	On campus
Typical Examples: (Partial list)	Consultants, Auditors, Facilities Contractors, Bright Horizons, Sodexo, Barnes & Noble	GT Foundation, Alumni Assoc, GT Global, GT Lorraine, Emory/CHPA, EI ² (ATDC), CABI/GSU	Professional Ed, Military/ROTC, Chaplains, borrowed Faculty, P/T Lecturers	Pre-hires, Non GT students, B Visitors, volunteers, graduated students finishing projects	J1 Exchange Visitors, clean room users, former employees located on campus, unpaid grad students requiring empl 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 renew/extend in this category)	up to 5 years (renewable)	up to 3 years (cannot renew/extend in this category)	term of fellowship, up to 5 years
PSF Requirements							
GT Host/Supvr Empl ID	----- ALL categories require a GT employee host/sponsor noted as 'reports to'; include name and Empl ID # in PSF comments -----						
Future TERM date	----- ALL categories require a future termination date -----						
Other Requirements							
GT Background Check	Check required, or verification that one has been done by employer*			Not required*	Check required* (unless current GT student)	Not required*	Check Required
Verification/Waiver of Background Check	*Background check must be conducted by GT, OR verification/waiver form must be submitted						No background check waiver option
Intellectual Property Agreement	Affiliate/Non-Employee IP Agreement required (unless an employer agreement is in place - then, use waiver option)**					No	YES (unless award restrictions/issues)***
IP Agreement Waiver	** Submit waiver if applicable, OR Affiliate/ Non-Employee Intellectual Property (IP) Agreement must be signed						***Special IP Waiver for Postdoctoral Scholars
Export Control	No	Export Control required for all non-US persons (not required for US citizens or Permanent Residents)				No	YES (if non-US person)
iStart Form(s)	No	iStart required for non-US persons located in the US				No	YES (if non-US person)
Important							Proof of Award (e.g. award notice, letter)