

## RESEARCH AFFILIATE INTAKE FORM

**Research Affiliate:** An individual with whom the Institute wishes to acknowledge some degree of association. Research Affiliates are not employees of MIT and typically are not in residence. This is an unpaid role, so must show proof of employment to be considered for role.

### Approval Process:

Approval from the Department Head is required prior to extending an official offer.

Please complete this form and return it to [csail-hr@mit.edu](mailto:csail-hr@mit.edu). Your HR Coordinator will update you once we have received the approval.

### Please Attach:

Include CV of scholar you are proposing.

### Research Affiliate Visa Information:

**Please note that Research Affiliates are not granted visa sponsorship.**

Link to information about CSAIL Policy: <http://groups.csail.mit.edu/hq/wiki/bin/view/HQ/VisitorPolicy>

A fully executed [inventions and proprietary information agreement \(IPIA\)](#) is required.

QUICK VIEW		
1. DATE OF APPLICATION:	2. HOST (MUST BE FACULTY/PI):	
3. NAME OF SCHOLAR:	4. PROPOSED TITLE :	Research Affiliate
	Office #	
AFFILIATE INFORMATION		
5. LOCATION AFFILIATE IS FROM:	6. COMPANY/UNIVERSITY OF AFFILIATE:	7. CURRENT TITLE OF AFFILIATE:
8. TYPE OF CURRENT EMPLOYER: US/FOREIGN NON-PROFIT OR EDUCATIONAL/RESEARCH INSTITUTE      FOR PROFIT      SELF EMPLOYED		
8A. IF THE NATURE OF THE BUSINESS IS FOR PROFIT, SELF-EMPLOYED OR NONE OF THE ABOVE, PLEASE EXPLAIN.		
9. EMAIL OF SCHOLAR:	11A. PROPOSED START DATE:	12. DOB (MM/DD/YYYY):
10. PHONE NUMBER:	11B. PROPOSED END DATE:	13. GENDER:
14. PURPOSE OF AFFILIATION & NATURE OF RESEARCH (3-5 SENTENCES):		

15. IS THE VISITOR RELATED A LAB WIDE RESEARCH PROJECT, MISTI PROGRAMS, TOYOTA PROJECT, ETC?

YES                      NO

15A. IF YES, PLEASE LIST THE PROJECTS:

FINANCIAL			
20. RESEARCH AFFILIATE FINANCIAL ARRANGEMENTS:(CHECK ALL THAT APPLY)	UNIVERSITY	PERSONAL	OUTSIDE AGENCY
Research Affiliate must provide proof of funding from outside source of employment.			

POTENTIAL CONFLICT OF INTEREST		
<i>POTENTIAL CONFLICT OF INTEREST [E.G. ANY RELATIONSHIPS BETWEEN RESEARCH AFFILIATE (OR HIS/HER EMPLOYER) AND YOUR RESEARCH PROJECTS, AND MIT IP]: IF YOU ANSWER YES TO THE ANY OF THE QUESTIONS IN THIS SECTION, PLEASE PROVIDE AN EXPLANATION. IN SUCH CASES, THE ADVANCE APPROVAL OF THE DEAN IS REQUIRED BEFORE AN APPOINTMENT CAN BE MADE.</i>		
23. DOES THE FACULTY HOST HAVE A PERSONAL RELATIONSHIP WITH THE RESEARCH AFFILIATE?	YES	NO
23A. IF YES, PLEASE DESCRIBE:		
24. DOES FACULTY HOST OR MEMBER OF THE FACULTY HOST'S FAMILY HAVE OUTSIDE PROFESSIONAL/SIGNIFICANT FINANCIAL INTEREST (SFI) WITH AFFILIATE'S EMPLOYER? (E.G. CONSULTING, BOARD MEMBERSHIP, OWNERSHIP) ?	YES	
No 24A. IF YES, PLEASE DESCRIBE:		