

BSD Postdoctoral Fellowship Checklist

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Applying for Fellowships

- Make sure that your project matches the funding agency's mission.** Read the eligibility and award conditions carefully.
- Contact University Research Administration to find out internal deadlines or recommendations.**
- Contact the Assistant Director of Postdoc Affairs to obtain standard language on professional development and ethical research conduct seminars.** This person can also put you in touch with other postdoctoral fellows who successfully obtained a fellowship from the same funding agency so that you can get advice and ask questions.
- If your fellowship application allows you to budget for your stipend or salary, refer to the [NIH NRSA minimum stipend guidelines](#) for each year of the fellowship.** Double check that the notice refers to the current fiscal year. Include in your budget increases of at least 2% annually.

Starting a Fellowship

- Ensure that your stipend meets the NIH NRSA level** according to your years of postdoctoral experience, including any postdoctoral experience prior to joining the University of Chicago. You will be re-appointed as a Postdoctoral Fellow to start at the time that your fellowship award starts.
- Determine whether you will be designated as a [Postdoctoral Fellow](#) or [Postdoctoral Scholar](#) for HR purposes.** This distinction is based on whether your fellowship is paid as a salary or as a stipend – this information can be found in your fellowship award letter.
 - If your fellowship can be paid as a **salary** (usually private foundations or society awards), you can remain a **Postdoctoral Scholar** for HR purposes and do not need to officially change status. Even if you will remain a scholar, send a copy of your award letter to the HR or Academic Affairs administrator in your department so that you can be paid correctly. Inform the Postdoctoral Affairs administrator as well.
 - If your fellowship is from the Federal Government (usually an NIH NRSA F32 Individual Fellowship or T32 Training Grant appointment) or if you will be paid directly by an outside organization as a **stipend**, you will switch status to **Postdoctoral Fellow**.
- If you are a Postdoctoral Fellow, ensure that you receive the appropriate supplementary stipend.** BSD Fellows receive a supplementary stipend, paid by the Fellow's advisor, to cover the cost of healthcare and retirement benefits not included with the fellowship. More information and the current supplemental stipend rate can be found [here](#).
- If you are a Postdoctoral Fellow, know that you are required to pay quarterly income taxes.** The BSD Postdoctoral Association holds an annual tax seminar in Winter Quarter. While we cannot offer specific tax advice, additional resources can be found [here](#). To pay taxes online head to Federal Tax IRS direct pay [here](#) and Illinois State Tax [here](#).