UNIVERSITY OF CALIFORNIA, BERKELEY
Mission and Goals

Foster a robust research community
Enhance the research experience at Berkeley
Convey policy issues to the attention of senior campus officials
Provide the research community with consistent delivery of services, benefits and privileges
Offer professional and career development opportunities
Support career interests of the postdoctoral scholars
Oversee and support the Berkeley Postdoctoral Association and other initiatives
Postdoc Definition & Requirements

Must possess a Ph.D. or foreign equivalent

May not have more than five years of postdoctoral experience, including that from other institutions

Must have an institutional source of funding, e.g., fellowship, traineeship, or equivalent external support

Must pursue a program of research and training under the direction of a faculty member, with approval of an academic department or organized research unit (ORU) and registration with the VSPA Program

May not have been employed as an assistant professor, associate professor, or professor

Must have their PhD prior to starting appointment. Only a letter of completion from registrars office or copy of degree are accepted.

Initial appointments must be at least one year in duration. Reappointments may be for less than a year if fellowship funding or research project is less than one year, or if postdoc has visa limitations.

http://vspa.berkeley.edu/postdoc-pre-arrival-information
Postdoc Job Codes

**Postdoctoral Scholar – Employee (Job Code 3252)**

An appointment is made in the title “Postdoctoral Scholar – Employee” when (1) the agency funding the salary requires or permits the appointee to be an employee of the University, or (2) whenever General Funds, Opportunity Funds or other University discretionary funds are used to support the position.

**Postdoctoral Scholar – Fellow (Job Code 3253)**

An appointment is made in the title “Postdoctoral Scholar – Fellow” when the Postdoctoral Scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency and the fellowship or traineeship is paid through a University account.

**Postdoctoral Scholar – Paid Direct (Job Code 3254)**

An appointment is made in the title “Postdoctoral Scholar – Paid Direct” when the Postdoctoral Scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency and the agency pays the fellowship or traineeship directly to the Postdoctoral Scholar, rather than through the University. Such appointments shall have a “without-salary” status.

Postdoctoral Scholars may be assigned to more than one postdoctoral scholar title concurrently depending on University and extramural funding agency requirements.

5 year limit in the postdoc job codes
Visiting Scholar Definition & Requirements

Individuals whose primary purpose is to conduct independent research

Minimum degree requirement of PhD or equivalent

Minimum appointment of 1 month, appointments granted up to only 1 year at a time

Can stay for 2 years cumulative time

Units may provide a stipend of up to $10,000 per year which can be used to cover living expenses, travel costs, and incidental research expenses, but not as a form of salary compensation.

http://vspa.berkeley.edu/visiting-researcher-scholar
Applicants who are currently enrolled in a degree program

Minimum degree requirement of Bachelor’s

Minimum appointment of 1 month, maximum appointment of 1 year

UC students CANNOT be Visiting Student Researchers

Units may provide a stipend of up to $10,000 per year which can be used to cover living expenses, travel costs, and incidental research expenses, but not as a form of salary compensation.
Exceptions for VSPA Affiliate Appointments

All exceptions for visiting scholar and visiting student researcher appointments must be granted by the VSPA Program.

All exceptions for postdoc appointments are considered on a case by case basis.
## Visiting Student Researcher Appointment Exceptions

<table>
<thead>
<tr>
<th>Exceptional Request Required</th>
<th>Who Writes the Request?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Highest Degree</strong></td>
<td>Faculty sponsor/PI with proof of institutional funding for duration of appointment OR Chair/Dean</td>
</tr>
<tr>
<td>Undergraduate/No BA</td>
<td></td>
</tr>
<tr>
<td><strong>Appointment Length</strong></td>
<td>Chair/Dean of the Department VSR must provide proof of institutional funding for duration of appointment.</td>
</tr>
<tr>
<td>Cumulative appointment time over 1 year</td>
<td></td>
</tr>
<tr>
<td>Total Cumulative Appointment Time&gt;2 years</td>
<td></td>
</tr>
<tr>
<td><strong>Visa Type</strong></td>
<td>The Gateway preparer should speak with Berkeley International Office for special visa cases</td>
</tr>
<tr>
<td>Visas other than J-1 or F-1 OPT.</td>
<td></td>
</tr>
</tbody>
</table>
# Visiting Scholar Appointment Exceptions

<table>
<thead>
<tr>
<th>Exceptional Request Required</th>
<th>Who Writes the Request?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Highest Degree</strong></td>
<td></td>
</tr>
<tr>
<td>Master's</td>
<td>Faculty sponsor/PI</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Chair/Dean of the Department AND VS must provide proof of institutional funding for duration of appointment.</td>
</tr>
<tr>
<td><strong>Appointment Length</strong></td>
<td></td>
</tr>
<tr>
<td>Cumulative appointment time over 2 years</td>
<td>Faculty sponsor/PI</td>
</tr>
<tr>
<td>Cumulative appointment time &gt;5 years</td>
<td>Chair/Dean of the Department</td>
</tr>
<tr>
<td><strong>Visa Type</strong></td>
<td></td>
</tr>
<tr>
<td>Visas other than J-1 or F-1 OPT.</td>
<td>The Gateway preparer should speak with Berkeley International Office for special visa cases</td>
</tr>
</tbody>
</table>
Postdoc Appointments Exceptions

The postdoc must have their PhD prior to starting appointment.

Only a letter of completion from registrars office or copy of degree are accepted.

If postdoc can not provide this documentation, department may use an alternate job/title code or defer start date.
Additional Requirements

PATENT ACKNOWLEDGMENT

All VSPA affiliates are required to sign a Patent Acknowledgment form prior to the commencement of their research activities during on-boarding procedures.

HEALTH INSURANCE

All VSPA affiliates must meet UC Berkeley health insurance requirements.

For more information on insurance requirements, visit the Garnett-Powers website:


UNIVERSITY SERVICES FEE

All visiting scholars and visiting student researchers must pay the $500 University Services Fee (USF).

Postdocs do NOT pay this fee.

Payment of the USF requires an HCM person ID number.

The USF is an annual fee that cannot be pro-rated.

The USF can be paid by either the affiliate or the sponsoring unit.

Affiliates may pay the University Services Fee by credit card through RegOnline. Sponsoring units can pay via IOF or BluCard.
University Services Fee Paid by the Affiliate

To pay online:

Go to the VSPA website: http://vspa.berkeley.edu

Click the *University Services Fee* link. This will take you to a page where you will choose your method of payment.
VSPA Gateway Help Desk

HOURS  Monday-Friday 9am to 4pm

CALL +1 (510) 643-9681

EMAIL vspa@berkeley.edu
What is the VSPA Gateway?

The VSPA Gateway is an electronic tool for departmental administrators to process applications for Visiting Scholars, Visiting Student Researchers, and Postdocs.

https://vspa-gateway.berkeley.edu/

CALNET AUTHENTICATION IS REQUIRED FOR ACCESS.
VSPA Gateway Homepage

Welcome to VSPA Gateway

- Forms to Invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for Visiting Scholar

Please search the existing visitors for the person you wish to invite before using the invitation form. If the person is already in the VSPA gateway, use the "Add" feature to add a new visit for the person. If you do not have access to the add feature for that person, ask the VSPA Office to add the person for you.

- Search visitors or browse lists of visitors. From these pages, administrators can prepare applications, approve applications, generate PDF letters for applications, link visitors and visits to HCM records and create visit reappointments.
  - Search
  - Browse Lists
  - Submitted
  - Prepared
  - Approved
  - Active
  - Expired

- Pages to Manage VSPA Departments and Users
  - Manage Users
  - Manage Departments
  - Settings
In order to gain or change access to the VSPA Gateway, you must have your CSS Team supervisor/leader email VSPA at vspa@berkeley.edu with your name and the departments you are requesting access to.
User Roles in the VSPA Gateway

An academic department or organized research unit invites and agrees to host an affiliate (postdoc, visiting scholar or visiting student researcher).

Campus administrators who process affiliate applications will be assigned User Role(s) in the VSPA Gateway.

Preparer
A designated departmental Preparer receives web-based applications submitted directly by the applicants.

Additionally, the departmental Preparer provides other required details regarding the proposed visit.

Approver
A designated departmental Approver receives and reviews prepared applications and decides whether to approve or decline an application.
User Roles in the VSPA Gateway

Letter Viewer

A designated Letter Viewer can search for affiliates only to view and obtain approval letters.

Letter Viewers cannot access the record, create any records, or make changes.
HCM Viewer

A designated HCM Viewer can look up an affiliate’s HCM information, such as their HCM ID number.
From the Gateway Homepage, under “Manage Users” you can find out your User Role (Preparer and/or Approver) as well as the departments/units you have access to.
User Roles and Department Access

This will take you to a page that shows you a list of all the current users in the VSPA Gateway as well as a search engine to look up specific users.
User Roles and Department Access

Clicking on a User's name will take you to their User Profile which will show their contact information, the departments they have access to, and the roles they have in each department.
## The Pre-Arrival Process At-A-Glance

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inviting and Submitting an Affiliate Application</strong></td>
<td><strong>Preparing an Affiliate Application</strong></td>
<td><strong>Approving an Affiliate Application</strong></td>
</tr>
</tbody>
</table>

### Step 1
- Preparer invites prospective affiliate to fill out the Gateway application
- Prospective affiliate fills out application and clicks **Submit**
- Preparer receives notification of submitted application and reviews information for errors
  - OR
  - Preparer bypasses the invite function and goes directly to Step 2

### Step 2
- If Step 1 was bypassed, Preparer completes the application on behalf of the scholar and clicks **Prepare**
  - OR
  - After Preparer reviews the submitted application, the Preparer completes the remaining application and clicks **Prepare**
- Approver receives notification of the prepared application

### Step 3
- Approver reviews the application and verifies that all requirements are met
- Approver notifies Preparer if additional information is needed
  - OR
  - If all requirements are met, the Approver clicks **Approve** and Preparer receives an email notification with a URL to the appointment letter
  - If requirements are not met, Approver clicks **Decline**, and the Approver reconciles information with the Preparer who can resubmit the application
Step 1

Inviting or Submitting an Affiliate Application
The Invite Function

Once the prospective affiliate has found a faculty sponsor in a department and negotiated an appointment period, a Preparer or Approver may use the VSPA Gateway to invite the new affiliate to complete an application.

The Invite function is only for NEW affiliates.
The Invite Function

The “Invite” function requires a minimum amount of information that the Preparer must first fill in:

- Name
- Visa Type
- Email
- Sponsoring Department
- Visiting Dates
- Name of Sponsor

Preparers can then invite the affiliate to fill in the rest of the application or the “Invite” function may be skipped completely by a Preparer who fills in the entire application on behalf of the scholar.
From the VSPA Gateway homepage, you may invite a new Visiting Scholar, Visiting Student Researcher, or a Postdoc by clicking on the link. You can also reach the Prepare function through this link.

The invitation process is the same for all affiliate types.
The Invite function is only for new VSPA affiliates. Prior to any invitation form, this verification will appear. If you have already searched for the person in the VSPA Gateway to check for any existing records, then click Yes. If not, clicking No will automatically direct you to the search function so that you can make sure you are not creating a duplicate record.

*If you need to change a visitor’s AFFILIATION, you will need to re-invite them.
From the left column, choose the appropriate affiliate application.
DEPARTMENTAL PREPARER

PRE-ARRIVAL

Permanent Address

Street:
City:
Province:
Country: (Enter if not in USA)
Zip Code/Postal Code:
Telephone:
Email: oski@aol.com
Berkeley Email:
Opt-Out from VSPA E-mails: ☐

This should be the address where the scholar permanently resides (e.g. home country, home state)

Proposed Visit

Status: Proposed
Application Type: Initial Application
Begin Date: 2015 ▼ Jan ▼ 1 ▼ (Year/Month/Day)
End Date: 2015 ▼ Dec ▼ 1 ▼ (Year/Month/Day)
Purpose of Visit:

Campus Sponsoring Unit: Chemistry
Faculty or P.I. Sponsor: Professor, Smart
Administrative Contact: Oski Bear
After you have filled out the required fields on the invitation form:

Unclick **Use All Default Users** and then select Preparers and Approvers in your department who should be notified of an incoming application.

Click **Invite** to send the application to the affiliate; OR

Click **Prepare** to submit the application to the approver for review and approval.
When the prospective affiliate has been successfully invited, this notification page will appear.
This email will be sent to the affiliate to notify them of an invitation to fill out their application in Gateway. The notification email is the same for all affiliates.

All Preparers and Approvers that were selected at the bottom of the invite page will be sent this same e-mail.
Application

The link in the email will take the affiliate to the application to fill in the remaining fields.
Once the scholar has filled in all the information, they can press “Submit Application” so that it is sent to the Preparer to review.
Application Notification

[Pre-arrival]

Dear John Jones,

Oski Bear's Visiting Scholar application with sponsor written in as 'Professor Smart' in Visiting Scholar and Postdoc Affairs Program has been submitted and is ready to be prepared.

Please go to http://vspa-gateway.berkeley.edu/admin/prepare/82962 to prepare the application.

A notification email will be sent to the Preparer with a link to the application.
Step 2
Preparing an Affiliate Application
A Preparer reviews submitted applications from the prospective affiliate for errors. This step happens only if the Preparer decides to invite the prospective affiliate to fill in part of the application. Preparers may choose to complete the entire application without the prospective affiliate.

If the submitted application has no errors, the Preparer completes the remaining data fields on the application required.
<table>
<thead>
<tr>
<th>Required Data Fields</th>
<th>Visiting Student Researcher</th>
<th>Visiting Scholar</th>
<th>Postdoc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>End Date</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Preparer Authorization Acceptance</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Unit</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Purpose of Visit (limited to 500 characters)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Name of Funding Agency</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Type of Funding Source</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Job Code and Title</td>
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<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Amount per Month</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Building and Room #</td>
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<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Location on Campus</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Highest Earned Degree, Date &amp; Location</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Degree Goal &amp; Location</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty/P.I. Sponsor</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Visitor Birthday</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Visitor Sex</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Visitor Citizen Code</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Visitor Address (Street, City, Country, Zipcode)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Visitor Visa Type Code</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Visitor Email</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Optional Data Fields

For all prospective affiliates, optional data fields include:

- Spouse/Partner Information
- Current Employer
- Telephone Number
If you are filling out the application on behalf of the visitor, be sure to mark the check box at the top.
For visiting student researchers, the “Type of Highest Degree” refers to the highest degree they have ALREADY obtained.

Visiting scholar applications will not show the “Type of Degree Goal” section.
The “Current Employer” section is available for Visiting Scholars only. If the visitor is employed as a postdoc, professor, assistant professor or lecturer at another institution, or has a full-time paid position elsewhere, please list this information.
When you are finished preparing the application, **uncheck** Use All Default Users to select the administrators you want to notify, including the approver who will review the application. Press Prepare.

**THE PREPARER IS RESPONSIBLE TO VERIFY ALL INFORMATION.**
A notification email will be sent to the Preparer, the Approver and other administrators selected with a link to the application.
It is important to obtain the U.S. local mailing address of all prospective affiliates while they are at Berkeley. If at anytime the prospective affiliate changes addresses during their research stay, they must notify the department administrator and the VSPA Gateway record must be updated.
This section is only for past postdoc experience at OTHER institutions, not UC Berkeley.

Multiple visits at other institutions can be added by clicking on Add Another Institution.
Nothing in the “Comments” section should be deleted or altered!

This section is for VSPA and department administrators to make notes about a specific application. Examples: exceptional approvals, revised appointment dates.
Clicking on the **Alternate Signature** box adds a customized Title and Name to the end of the Approval Letter. Otherwise, the faculty sponsor’s name is automatically generated in the appointment letter.
For Postdoc Applications Only

**Letter Customization**

**Customize Initial Postdoc Letter**

**Location on Campus:**

This is the physical location of the scholar’s lab or research unit/department. This field will be included in the scholars’ appointment and re-appointment letters.

**Optional Paragraph:**

Optional Paragraph informs the Postdoc of any additions to the contract. Text entered here will be inserted at the end of the first paragraph of the Postdoc appointment letter.

**Alternate Signature:**

Dean/Chair/Director’s Name:

Dean/Chair/Director’s Title:

The Letter Should Be CC’d to:

The name of the Administrative Contact will be listed automatically as a CC and does not need to be included above.
Amount per month must be numeric with no commas.

If a postdoc has multiple funding sources, more than one postdoc job code may be needed. The primary job code is the dominant job code that provides the majority of funds.

Click on **Add Supplementary Funding Source** to add supplementary sources of funding and a secondary job code.
For Postdoc Paid Directs (3254) funding documents must be uploaded.

Please combine all funding documents into 1 file as there is a 1 file maximum.
Step 3

Approving an Affiliate Application
Approval Process

An Approver reviews a completed application and checks for compliance and accuracy. If everything is correct, the Approver presses Approve.

If there are issues with the application, the Approver notifies the Preparer listed on the VSPA Gateway application.
Once the Preparer completes the application and presses **Prepare**, the Approver will receive the above e-mail.

To review the application, the Approver clicks on the link provided in the email.
If the application meets VSPA requirements, the Approver presses Approve.

If there is missing or incorrect information, the Approver notifies the Preparer to resolve any discrepancies.
When the application has been successfully approved, the Approver will receive the above message.
Approval Notification

This e-mail message will be sent to the users selected in the application once the application has been approved.

[vSPA] Oski Bear with sponsor written in as 'Professor Smart'; Visiting Scholar application approved

vspa@berkeley.edu
to me

Dear John Jones,

Oski Bear's Visiting Scholar application with sponsor written in as 'Professor Smart' in Visiting Scholar and Postdoc Affairs Program has been approved by Juan Lopez. To generate the letter you go to http://vspa-gateway.berkeley.edu/admin/vs_letter/82962 for Oski Bear.

When you also go to http://vspa-gateway.berkeley.edu/admin/show/82962 for more information about Oski Bear's application.

Thank you,
VSPA Staff
To get the appointment letter for an affiliate, click on the link in the e-mail approval notification.
You can also retrieve letters by using the search function by going to the VSPA Gateway homepage and clicking on either **Visitors** in the left hand side or **Search**.
When the affiliate’s name shows up, click on VS/VSR1 or PD1 under the Letters column to obtain the appointment letter.
Per UC Berkeley agreement with the United Auto Workers/Postdoc Research Organization (UAW/PRO), the appointment letter must include the following information:

- Job code
- Supervisor’s name
- Anticipated worksite
- Source of funding information
- Brief description of research project
- Summary of health and welfare benefits provided by UC
- Appointment percentage and appointment begin and end dates
- Name of sponsoring department or organized research unit
- Statement that position is covered by collective bargaining unit (UAW/PRO/UC)
- Statement about personnel files and access
- Contact person for information about appointment
Sample Postdoc Appointment Letter

UNIVERSITY OF CALIFORNIA, BERKELEY
BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCEDES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

POSTDOCTORAL SCHOLAR OFFER/APPOINTMENT LETTER

August 21, 2014

Penelope Postdoc
1432 Vine Street
Berkeley, California 94708

Dear Penelope,

I am pleased to offer you an appointment as a Postdoctoral Scholar - Employee (3252C), in the Energy Biosciences Institute, for the period September 1, 2014 through August 31, 2015. Your full-time (100%) appointment will provide an annual base salary or stipend in the amount of $42,000 funded by National Culinary Institute. You will report to Gertrude Ghiradelli as your supervisor and will be located at 354 Stanley Hall. Your research will be focused on researching chocolate melting points for truffles. This appointment is contingent upon receipt of your Ph.D. certification prior to your start date.

Your work will be featured in the annual Cal Day truffle tasting booth.

It is within the University's sole discretion to appoint, reappoint, or not reappoint a Postdoctoral Scholar. This appointment is limited to the dates specified above and is self-terminating unless you are otherwise notified in writing.

Under Federal Law, the University of California may employ only individuals who are legally able to work in the United States. Documentation establishing this eligibility must be made available to the University within three business days from the start date of employment. It is your responsibility to ensure that you present the appropriate documents promptly upon your arrival to campus.
Customization of Appointment Letter

UNIVERSITY OF CALIFORNIA, BERKELEY

September 3, 2015

TO: Oski Bear
vspa@berkeley.edu

FROM: Sam Castaneda, Director

VSPA PROGRAM AFFILIATE AUTHORIZATION

I am pleased to provide confirmation that you have been appointed as a Visiting Scholar in the Visiting Scholar and Postdoc Affairs Program beginning September 4, 2015 and ending December 3, 2015.

As a visiting scholar or visiting student researcher at Berkeley, you are now part of a renowned research community that fosters innovative thinking as well as creativity and collaboration across all fields. To this regard, the Visiting Scholar and Postdoc Affairs (VSPA) Program is dedicated to enhancing your research experience at UC Berkeley. In order to ease your transition to Berkeley, we have developed numerous support programs and services that are available to you. To learn more about them, we encourage you to attend our New Affiliate Orientation which is held the first Thursday of every month. The dates and registration process for the New Affiliate Orientation is available at http://vspa.berkeley.edu/postdoc-and-visiting-scholar-orientation. You can also view Getting Started, a brief summary of the procedures to get recognized for service once you arrive.

University Services Fee
In order to gain access to numerous university privileges and resources, including Berkeley ID cards, library access, and a Berkeley email account, visiting scholars and visiting student researchers must pay the University Services Fee within 3 days of their appointment start date. This fee is mandatory and must be paid in order for affiliates to be in compliance with VSPA Program affiliation requirements. For more information on how to pay the fee, please go to http://vspa.berkeley.edu/visiting-researcher-scholar-post-arrival-information.
Text from the *Letter Customization* section of the VSPA Gateway will be included in the letter.

For the initial and reappointment postdoc letters, the following fields can be customized:

- Location on Campus
- Letter By
- Letter Date
Letter Customization
Contact Information & Signature

If you have any questions regarding your appointment, please contact John Jones at 510-643-9681 or vspa@berkeley.edu. If you agree to the terms outlined in this offer, please indicate your acceptance by returning a signed copy of this letter to Rachel Min Park as soon as possible.

I look forward to having you as a colleague at Berkeley.

Sincerely,

Professor Smart

Attachment: Appendix A
cc: John Jones

Please sign and date below to indicate that you have read and accept the terms of this offer.

Signature ____________________________ Date __________

Upon your arrival to campus, please sign and date below to indicate that you have accepted the terms of this appointment.

Signature ____________________________ Date __________

The administrator’s name and contact information will automatically be filled as listed in the Gateway.

The letter will be signed by the affiliate’s faculty sponsor/PI unless the “Alternate Signature” box is checked in the Postdoc application.
Appendix A, “Health and Welfare Postdoctoral Scholar Benefit Plan” is the last page of the appointment letter and gives additional information about benefits for postdoctoral scholars.

This appendix page is updated on an annual basis.
The reappointment letter is the same as the initial appointment letter, except to indicate that this is for a reappointment.
Making Changes to Affiliate Applications
Both the preparer and the approver may make changes to the application at any stage in the application process prior to approval.
After an application has been approved, changes can only be made by VSPA staff.

If changes need to be made after an application has been approved, Preparers can submit a request to vspa@berkeley.edu.

**DO NOT** create a duplicate appointment.
To make changes to an affiliate’s application, you may search for the affiliate in the VSPA Gateway.

Welcome to VSPA Gateway

- Forms to Invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for Visiting Scholar
  Please search the existing visitors for the person you wish to invite before using the invitation form. If the person is already in the VSPA gateway, use the 'Add' feature to add a new visit for the person. If you do not have access to the add feature for that person, ask the VSPA Office to add the person for you.

- Search visitors or browse lists of visitors. From these pages, administrators can prepare applications, approve applications, generate PDF letters for applications, link visitors and visits to HCM records and create visit reappointments.
  - Search
  - Browse Lists
  - Submitted
  - Prepared
  - Approved
  - Active
  - Expired

- Pages to Manage VSPA Departments and Users
  - Manage Users
  - Manage Departments
  - Settings
The search function page allows Preparers/Approvers to search for affiliates in their department by first name, last name, HCM ID, their visitor type (Postdoc, Visiting Scholar, Visiting Student Researcher), or the status of the application (submitted, prepared, approved etc.).

The Campus Sponsoring Unit refers to the sponsoring department of the affiliate.
Prior to approval to edit the affiliate’s application, click directly on the visit dates corresponding to the application that needs to be corrected.

<table>
<thead>
<tr>
<th>Name</th>
<th>Visit Dates</th>
<th>Prepare</th>
<th>Approve</th>
<th>HCM</th>
<th>Letters</th>
<th>+/−</th>
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</thead>
<tbody>
<tr>
<td>Bear, Oski</td>
<td>Sep. 04, 2015 to Dec. 03, 2015</td>
<td>HCM</td>
<td></td>
<td>HCM</td>
<td>VS/VSRI</td>
<td>Add</td>
</tr>
<tr>
<td></td>
<td>Jan. 01, 2016 to May. 03, 2016</td>
<td>HCM</td>
<td></td>
<td>HCM</td>
<td>VS/VSRI</td>
<td>Remove</td>
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</tbody>
</table>
Once you have clicked on the appointment dates you will be brought to this page. Click Edit button at the bottom of the application to make changes.

REMEMBER TO SAVE
Reappointments
On the departmental VSPA Gateway’s home page, click **Visitors** which can be found near the screen’s top left corner.
The visitor list screen will appear with a search function to look up the affiliate's existing record.
Once you find the affiliate click Add.

If the affiliate’s previous appointment is in a department for which you are not a preparer, email VSPA to temporarily gain access to their record and add the reappointment.

Once you are finished with the reappointment, notify the VSPA Program to close access to the old record.
The Prepare Reappointment screen allows you to add the affiliate's new appointment dates and update information.

The reappointment dates cannot overlap with any previous appointment dates for the affiliate.
DO NOT enter Berkeley appointments into the Previous Postdoc Experience section.

ONLY enter previous experience at other institutions.
After entering the required information, you will be prompted to create the reappointment.
After successfully creating a reappointment, you will be taken to this screen.
An e-mail will be sent to the approver and to any other users selected about the application ready to be reviewed for approval.
Once the reappointment has been approved, an email notification will be sent.

The email will have links to both the initial approval letter and the reappointment letter.
Reappointment letters can also be obtained by searching for the visitor and then clicking PD2 or VS/VSR2.

### Search Results

<table>
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<tr>
<th>Name</th>
<th>Visit Dates</th>
<th>Prepare</th>
<th>Approve</th>
<th>HCM</th>
<th>Letters</th>
<th>+/-</th>
</tr>
</thead>
</table>
| Postdoc, Poesie | Nov. 18, 2015 to Nov. 17, 2016
Nov. 18, 2016 to Nov. 17, 2017 |         |         | HCM     | v PD1    | Add    | Remove |
|               |                        |         |         | HCM     | v PD2    | Add    | Remove |
| Bear, Oski    | Sep. 04, 2015 to Dec. 03, 2015
Jan. 01, 2016 to May. 03, 2016 |         |         | HCM     | v VS/VSR1 | Add    | Remove |
|               |                        |         |         | HCM     | v VS/VSR2 | Add    | Remove |
The **Invite** function is only for **new** VSPA affiliates.

For any affiliate that has an existing record, regardless of a break in dates or a change in department, the **Add** function must be used.

If they are changing affiliation they must be re-invited (as if it is a new application)
New Features of the VSPA Gateway
Reports

Administrators can now collect/pool data from affiliates and their Gateway records by going to “Extracts”.

Welcome to VSPA Gateway

- Forms to Invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for Visiting Scholar

Please search the existing visitors for the person you wish to invite before using the invitation form. If the person is already in the VSPA gateway, use the ‘Add’ feature to add a new visit for the person. If you do not have access to the add feature for that person, ask the VSPA Office to add the person for you.

- Search visitors or browse lists of visitors. From these pages, administrators can prepare applications, approve applications, generate PDF letters for applications, link visitors and visits to HCM records and create visit reappointments.
  - Search
  - Browse Lists
  - Submitted
  - Prepared
  - Approved
  - Active
  - Expired

- Pages to Manage VSPA Departments and Users
  - Manage Users
  - Manage Departments
  - Settings
The Super Report collects information from all Postdocs or VS/VSRs in the Gateway only in the departments that you have access to.
Limit or refine your search by picking an appointment end date.

The process for pooling data for Visiting Scholars and Visiting Student Researchers is the same as for Postdocs.
Picking an end date will give you all the Postdoc records that have appointment end dates AFTER 01/01/2015.

Picking a range of dates will give you all the Postdoc records that have appointments in between the dates you have chosen.
Visiting Scholar Stipend Process
Units may provide a stipend of up to $10,000 per year which can be used to cover living expenses, travel costs, and incidental research expenses, but not as a form of salary compensation.

Currently, the process to request a stipend payment is done using a paper form. However, the VSPA Program is working towards making this an electronic form in the VSPA Gateway.
On the bottom of the VSPA homepage, click Stipend Payment Form to access the form.

---

**Visiting Scholar Disbursement Form**

**Disbursements Office**
**Visiting Scholars Fellowship/Scholarship Request Form**
*(not applicable for payment of services)*

Date of Request _____________________________

**Visiting Scholar Information**

Name: _____________________________

Family First Middle Initial Vendor No.

U.S. Citizens: Yes [ ] No [ ]

If No: Visa type _____________________________

Country of residence (for tax purposes) _____________________________

Resident of California: Yes [ ] No [ ]

New request [ ] Amendment to request [ ]

Frequency: Single payment [ ] Monthly [ ] Other (specify) [ ]

If multiple payments, payment period from __________ to __________

<table>
<thead>
<tr>
<th>Total Award</th>
<th>Total # of Payments</th>
<th>Amount of Each Payment</th>
<th>Date to Start Payment(s)</th>
<th>BIL</th>
<th>Account</th>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
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<th>Flow</th>
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</table>

Purpose of Payment _____________________________

**Note:** You must attach a copy of the award letter correspondence. This payment request cannot be processed without this correspondence.

**Departmental Contact, VSPA Approval, and Payment Authorization**

I certify that the payee satisfies the University of California at Berkeley’s criteria for a Visiting Scholar and the information provided on this form is correct.

Name: _____________________________

Department: _____________________________

E-mail Address: _____________________________

Authorized Signature: _____________________________

Telephone No: _____________________________

Authorized VSPA Signature: _____________________________

For additional information, please see the “Visiting Scholar” definition at [http://vspa.berkeley.edu/vsdef.htm](http://vspa.berkeley.edu/vsdef.htm).

You may need to forward additional documents to Disbursements e.g. Tax form 1099, tax treaty statement, etc. For information on payments to Foreign and Non California residents see [http://disbursements.berkeley.edu/foreign/index.cfm](http://disbursements.berkeley.edu/foreign/index.cfm).

*Note electronic funds transfer (EFT) is the preferred method of payment for all students and foreign scholars. EFT applications and instructions may be found at [http://finanical.berkeley.edu/Forms/FormsIndex.htm](http://finanical.berkeley.edu/Forms/FormsIndex.htm).

**Payment authorizer must be an approved signatory for the designated chartstring and have the following, form on file at the Disbursements Office:**

[http://financial.berkeley.edu/forms/frm/SignatureAuthority.pdf](http://financial.berkeley.edu/forms/frm/SignatureAuthority.pdf)

Please submit this form to the VSPA Office, 699 Barrows Hall # 2572.

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*period 03/08/07*
Visiting Scholar Disbursement Process
At-A-Glance

- Scholar must have a record in the VSPA Gateway and HCM
- Scholar must have a UC Berkeley Vendor ID and social security number
- Scholars who are not US citizens or permanent residents must complete a GLACIER record

1. Submit to the VSPA office the Visiting Scholar Fellowship/Scholarship Request (VSFR) Form and the VSPA Gateway Appointment Letter
2. Submit Glacier Tax Summary Report and other supporting visa-related documents to glacieradmin@berkeley.edu
3. If VSFR form is complete and all requirements are met, VSPA approves request and sends the form to the Payroll Office

- Payroll Office processes VSFR Form and notifies Campus Shared Services to approve the payment in BFS
When submitting the Visiting Scholar Fellowship/Scholarship Request Form to the VSPA office, please indicate if you would like the check to be held for pickup. Otherwise, the check will be mailed to the scholar at his/her local address as listed in the scholar’s vendor record.

Stipends are only provided to scholars who are residing in Berkeley. Therefore, wire transfers are not permitted.

The Visiting Scholar Fellowship/Scholarship Request Form must have complete chart strings, including account numbers.
Visiting Scholar Disbursement Limits

Stipend requests exceeding $10,000 per year of appointment requires exceptional approval by Associate Vice Chancellor, Robert Price.

Letters to request an exception to the $10,000 limit should be addressed to Associate Vice Chancellor Robert Price and sent to vspa@berkeley.edu.

For more information about Glacier and tax requirements, contact:
Arthur Quilao at aquilao@berkeley.edu
Sofia Nekmal at snekmal@berkeley.edu
Jaime Turnbull-Dreher at jtdreher@berkeley.edu
Post-Arrival Process
IDENTITY & CAMPUS SERVICE ACCESS

PREARRIVAL

VSPA GATEWAY

CAL 1 CARD I.D.

CAL NET AUTHENTICATION

CAL NET TOKEN

HCM THROUGH BLU

CAMPUS SERVICES
Step 1
On-Boarding

For ALL Affiliates
Affiliate arrives and is onboarded at CSS
Department or CSS creates HCM record.
Department or CSS adds HCM Employee ID number into VSPA Gateway record
Affiliates’ start dates MUST match their DS-2019. Earlier start dates are not permitted unless DS-2019 is corrected.

Step 2
University Services Fee Payment

Required ONLY for Visiting Scholars and Visiting Student Researchers
Affiliate or sponsoring department pays the $500 University Services Fee after the HCM record has been created
VSPA creates a Person of Interest (POI) relationship in HCM
Affiliate can obtain Cal 1 ID card one business day after the fee is processed
Postdocs are not required to pay the USF.
Once an HCM record has been created for an affiliate, enter their HCM ID number by searching their name and clicking on *HCM*.

Enter the HCM ID in the section for HCM Information and press Save.
VSPA Gateway Help Desk

HOURS  Monday-Friday
       9am to 4pm

CALL  +1 (510) 643-9681

EMAIL  vspa@berkeley.edu
Congratulations!

YOU ARE NOW PREPARED TO USE THE VSPA GATEWAY
BEAR HUG