UNIVERSITY OF CALIFORNIA, BERKELEY
What is the VSPA Gateway?

The VSPA Gateway is an electronic tool for departmental administrators to process applications for postdoc, visiting scholar and visiting student researcher appointments at UC Berkeley.

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

CALNET AUTHENTICATION IS REQUIRED FOR ACCESS.
Welcome to VSPA Gateway

- Forms to Invite Visiting Scholars or Postdocs
  - Invitation Form for Visiting Student Researcher
  - Invitation Form for Postdoc
  - Invitation Form for LBL 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 UCPath 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
Access to the VSPA Gateway

In order to gain or change access to the VSPA Gateway, you must have your BRS Team supervisor/leader email VSPA at vspa@berkeley.edu with your name and the departments you are requesting access to.
A UC Berkeley faculty member in an academic department or organized research unit invites and agrees to host an affiliate (postdoc, visiting scholar or visiting student researcher).

BRS HR Partners 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.
## 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
- 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
Once the prospective affiliate has secured 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 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.
Invite

Preparer

I, as the preparer of the proposed affiliation, have confirmed authorization from the appropriate unit head (chair of department, dean of school, dean of college, director of a ORU) to submit this application.

Control Data

Visitor Type: Visiting Student Researcher

Administrator Notes:

Personal Data

Family Name: Bear
First Name: Oski
Middle Name:
Birthdate: 1868 June 14
Sex: Female Male
Country of Citizenship: USA
Visa Type:
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 the VSPA 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.
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.
A notification email will be sent to the Preparer with a link to the application.
Step 2

Preparing an Affiliate Application
The Prepare Function

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. If the submitted application has no errors, the Preparer completes the remaining data fields on the application required.

Preparers may choose to complete the entire application on behalf of the prospective affiliate.
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/earned.

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.

Dear Juan Lopez,

Oski Bear’s Visiting Scholar application with sponsor written in as ‘Professor Smart’ in Visiting Scholar and Postdoc Affairs Program has been prepared and is ready to be approved. Please go to http://vspa-gateway.berkeley.edu/admin/approve/02962 to approve the application.

Thank you.
John Jones
It is important to obtain the U.S. local mailing address of all affiliates while they are at Berkeley.

If the affiliate changes addresses during their research stay, they must notify the VSPA so the Gateway record can 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.
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
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

[Image]

This e-mail message will be sent to the users selected in the application once the application has been approved.
To get the appointment letter for an affiliate, click on the link in the e-mail approval notification.

[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 may go to http://vspa-gateway.berkeley.edu/admin/vs_letter/62962 for Oski Bear.

When you have Oski Bear’s HCM ID please go to http://vspa-gateway.berkeley.edu/admin/post/62962 to enter that information.

You may also go to http://vspa-gateway.berkeley.edu/admin/show/62962 for more information about Oski Bear’s application.

Thank you,

VSPA Staff
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.
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.
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 __________
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 with direction from APO.

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>HMO</th>
<th>PPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdoctoral Scholar</td>
<td>$472.65</td>
<td>$9.45</td>
</tr>
<tr>
<td></td>
<td>$464.79</td>
<td>$20.00</td>
</tr>
<tr>
<td>Postdoctoral Scholar +</td>
<td>$1134.46</td>
<td>$34.03</td>
</tr>
<tr>
<td>Partner</td>
<td>$1115.50</td>
<td>$40.00</td>
</tr>
<tr>
<td>Postdoctoral Scholar +</td>
<td>$827.21</td>
<td>$16.54</td>
</tr>
<tr>
<td>Child(ren)</td>
<td>$813.40</td>
<td>$40.00</td>
</tr>
<tr>
<td>Postdoctoral Scholar</td>
<td>$1,441.68</td>
<td>$43.25</td>
</tr>
<tr>
<td>Family</td>
<td>$1,417.64</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

You may also enroll for dental and vision benefits. The cost of these premiums are paid for by the University.

All postdoctoral scholar monthly contributions are due on the first of the month. If you are paid through payroll system your contribution will continue to be deducted from your paycheck. If you do not receive pay through the payroll system, you will be billed from Garnett-Powers & Associates. Look for additional information in the mail from Garnett-Powers & Associates.

For more information, visit: [http://www.garnett-powers.com/postdoc](http://www.garnett-powers.com/postdoc) or contact your campus postdoctoral scholar benefits office, Garnett-Powers or the Union for Postdoctoral Scholars, UAW Local 5810 ([uaw5810@uaw5810.org](mailto:uaw5810@uaw5810.org)), if you have questions.
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

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:

Alternate Signature:

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.
Sample Visiting Scholar 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.

University of California, Berkeley
Visiting Scholar and Postdoc Affairs (VSPA) Program
https://vspa.berkeley.edu
44 Barrows Hall
The reappointment letter is the same as the initial appointment letter, except the dates reflect the new reappointment period.
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.
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 switch their record to your department 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 e-mail 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.
Reminder

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.
Post-Arrival Process
Once a UCPath record has been created for an affiliate, enter their UCPath ID number by searching their name and clicking on **UCPath**. The record will open and the UCPath ID field will allow you to populate it with the number. Enter the UCPath ID in the section for UCPath Information and press **Save**.
VSPA Gateway Help Desk

HOURS  Monday-Friday
         9am to 4pm

CALL  +1 (510) 643-9681

EMAIL  vspa@berkeley.edu