

# ADMINISTRATIVE POLICY

Subject: <b>Postdoctoral Fellows</b>	Page <b>1</b>	Policy # Version: 1.0
Title: <b>FSM Postdoctoral Fellow Stipends</b>	Revision of:	Effective Date: <b>8/1/2015</b>
		Removal Date:

## I. **PURPOSE:**

To define a minimum postdoctoral research fellow stipend level.

## II. **POLICY STATEMENT:**

The minimum stipend level for a postdoctoral research fellow appointment at the Feinberg School of Medicine is the National Institutes of Health Kirschstein-National Research Service Award (NRSA) stipend for zero years of experience.

All newly appointed postdoctoral research fellows should receive at least the NIH NRSA rate for her/his years of experience as a postdoctoral research fellow. When determining appropriate funding levels for postdoctoral research fellow, years of research experience should be based on the number of years of appointment as a postdoctoral fellow at Feinberg School of Medicine and/or other institution.

The stipend/salary for a part-time appointee must not be lower than the percentage of the full-time stipend level that corresponds with the percentage effort.

When extramural agencies establish salaries or stipends at a rate less than the NRSA rate, the department/unit is required to provide additional funding to bring the pay level of the postdoctoral fellow up to the NRSA rate.

Annual incremental increases for subsequent years of postdoctoral appointment that parallel the NRSA stipends are recommended, but not required and should be based on an annual performance review.

Stipend levels above these guidelines are at the discretion of the individual principal investigators and/or their departments.

To enable faculty to prepare for changes in NRSA stipend scales, once announced, the new scales will not be implemented until the following July 1st, although we encourage voluntary participation with this policy.

## III. **PERSONS AFFECTED:**

FSM faculty and postdoctoral fellows. Clinical fellow PGY stipend levels are established by the McGaw Medical Center of Northwestern University.

## IV. **POLICY UPDATE SCHEDULE:**

No less than every five (5) years, but more frequent updates may be conducted as required.