

Contact Person	Diane Muncrief	Revision	3
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APPOINTMENT OF NON-SALARIED ASSOCIATES

The purpose of this document is to provide guidance for completing the Request for Ames Laboratory Associateship Non-Salaried Appointment Form. Associateship forms are required for individuals who are at the Laboratory for more than ten working days.

1.0 APPROVAL RECORD

- Reviewed by: Training and Documents Program Assistant (Molly Granseth)
- Approved by: Human Resources Program Manager (Diane Muncrief)
- Approved by: Chief Operations Officer (Mark Murphy)

The official approval record for this document is maintained in the Training & Documents Management Office, 105 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

The [Request for Ames Laboratory Associateship Non-Salaried Appointment Form](#) provides an opportunity for an individual to become formally involved with the Ames Laboratory research programs on a non-salaried basis. Appointments will provide opportunity for collaborative relationships with members of the Ames Laboratory staff, contribute to the Ames Laboratory goals and objectives, and be consistent with the missions of the Ames Laboratory and the U.S. Department of Energy (DOE).

3.1. Definitions

On-Site Associate (NP): Individual who is an active Ames Laboratory research leader, an Iowa State University (ISU) faculty or Professional and Scientific (P&S) staff member, and/or is responsible for the supervision of employees or other associates conducting research activities in Ames Laboratory-owned or rented space. This individual participates in research activities and contributes on-going support to funded Ames Laboratory research project(s). Funding from Ames Laboratory may fluctuate throughout the course of the year. *Training and medical surveillance are required for NPs.*

On-Site ISU Activities (NI): Individual who is housed in Ames Laboratory-owned space and conducts only ISU activities. *Training and medical surveillance are required for NIs.*

On-Site Visitor (NV): Individual visiting the Ames Laboratory from a non-ISU institution, for a period of more than 10 working days. This individual may be a student, faculty, or staff member from another institution, domestic or foreign, visiting the Ames Laboratory and contributing to ongoing research projects or other activities. *Training and medical surveillance are required for NVs.*

General Associate (NG): Individual who contributes occasional on-site support to Ames Laboratory research projects or activities, but is generally off-site. This individual may incur travel expenses that are reimbursable by the Ames Laboratory in accordance with

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the [Travel Policy](#). May also be ISU faculty or staff developing a proposal in an attempt to secure future Ames Laboratory/DOE funds. *Training and medical surveillance are not required for NGs.*

*Note: If funding is awarded, the individual must change to the appropriate category which will be subject to training and medical surveillance.

4.0 ROLES AND RESPONSIBILITIES

4.1. Hosts/Supervisors

The host or supervisor will evaluate the potential associate and determine which associateship category is appropriate according to the definitions provided on the back of the form. They will also provide all information required on the form including detailed information on the project description, the timeframe (semester, 1 year or 2 years maximum), and the location of work to be performed.

4.2. Program Director/Department Manager

The program director or department manager will review the associateship form for completeness, project description accuracy, and appropriateness of the appointment and associateship category. If satisfactory, they will approve the appointment.

4.3. Chief Research Officer

The Chief Research Officer will review the associateship form for completeness and will evaluate the science of the project statement to ensure the research is appropriate to the mission of the Laboratory. If satisfactory, they will approve the appointment.

4.4. Associate

The associate will read the associateship form content and then they will sign the form, indicating their agreement to all terms of the associateship.

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All requested information/fields on the associateship form must be filled in; most are self-explanatory. If the request is for the continuation of a current associateship (no break in appointment), "renewal" should be indicated and the form signed by the proposed associate. All other requests should be marked as new appointments and the proposed associate will sign the form when they check in with Human Resources.

If the proposed associate is a current or past employee, list their employee number on the form. New associates will be assigned an employee number upon completion of the check in process.

Requests for student associateships for students not registered at ISU must be accompanied by a Participation Agreement. For assistance, please contact the Human Resources office (294-2680).

6.0 POST PERFORMANCE ACTIVITY

The proposed associate must check in once the approved associateship form, AL-473 and/or Participation Agreement (if applicable) are received in Human Resources. The individual will be required to complete the Ames Laboratory check in forms at this time or they may download the forms from the [Human Resources website](#) and bring in the completed forms with them to complete check in.

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All non-US citizens are required to submit original visa, passport, and duration of stay documentation at check in. Once all documents are complete and the proposed associate signs the associateship form, an employee number is issued and the individual is entered into the Ames Laboratory database system.

7.0 ADDITIONAL INFORMATION

Individuals who are off-site collaborators requiring computer access should utilize the Ames Laboratory [Cyber Access Only Form](#) and should not be made associates of the Laboratory. Please see the [Cyber Only Access Policy](#) for further information.