Argonne National Laboratory Guest Research Agreement Application Process (ANL-671 & ANL-671A)

Step 1: Student determines in conjunction with the **Primary Academic Research Advisor with Argonne Appointment** the correct form to complete (ANL-671 or ANL-671A) and obtains the form from Argonne.

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Step 2: Student completes all fillable fields on p. 1 and Guest Signature block on p. 2.

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Step 3: Primary Academic Research Advisor with Argonne Appointment routes form to PME Academic Programs to secure the signature of the PME Vice Dean for Education and Outreach.

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Step 4: Primary Academic Research Advisor with Argonne Appointment secures the signature of the appropriate Argonne Division Director.

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Step 5: Primary Academic Research Advisor with Argonne Appointment sends the fully completed form to ANL Human Resources.

Detailed Instructions

N.B. Prior to filing the form, it is the responsibility of the **Primary Academic Research Advisor with Argonne Appointment** to understand and comply with the policies associated with sponsoring a PME student as a guest researcher at Argonne. This responsibility **cannot** be delegated to the student, PME, or the Graduate Research Cooperative. Details of the governing policies can be obtained from Argonne National Lab Human Resources.

Step 1: The **student** determines in conjunction with the **Primary Academic Research Advisor with Argonne Appointment** the appropriate Guest Research Agreement to complete:
(i) ANL-671 (Guest Funded under U.S. Government Grant or Contract)
https://www.anl.gov/education/reference/graduate-guest-research-agreement-us-funded
(ii) ANL-671A (Guest Funded by Source other than U.S. Government Grant or Contract)
https://www.anl.gov/sites/www/files/2018-01/ANL-671A_Guest%20Faculty%20Agreement_Other%20Funding.pdf

N.B. The student must be matched with a Primary Academic Research Advisor with an appointment with Argonne National Laboratory and a fully signed PME Academic Match Form must have been received and processed by Academic Programs before an ANL-671(A) form can be filed.

Step 2: The **student** completes (i) all fillable fields on p. 1 and (ii) the Guest Signature block on p. 2.

Step 3: The **Primary Academic Research Advisor with Argonne Appointment** routes the form to PME Academic Programs at pme-academics@uchicago.edu to request the signature of the PME Vice Dean for Education and Outreach. The following information must be included in the email request:

- Confirmation of the source of funding (e.g., POETAF).
- A statement affirming the accuracy of the grant information.
- Confirmation that the advisor supports the student's application.

Step 4: The **Vice Dean for Education and Outreach** completes the Organization's Consent and Waiver block on p. 2 and returns the form to the Primary Academic Research Advisor with Argonne Appointment.

Step 5: The **Primary Academic Research Advisor with Argonne Appointment** contacts the relevant Argonne Division Director to secure their completion and signature of the Argonne Division Director block on p. 2.

Step 6: The **Primary Academic Research Advisor with Argonne Appointment** submits the fully completed form to the appropriate Divisional Human Resources Representative at Argonne National Lab.

N.B. In some cases, Argonne National Lab Human Resources also requires a supplementary attestation regarding student financial support to be provided by the **Primary Academic Research Advisor with Argonne Appointment**. The PME is not responsible for providing this letter. As a courtesy, some sample text, which may be adapted as necessary, is provided below. The PME Dean of Students Office can provide the most up-to-date figures for the student financial support package.

To Whom It May Concern:

<student name> is a PhD graduate student in good standing in the Pritzker School of Molecular Engineering at the University of Chicago. As such, the student is compensated for the academic year from Oct 1, 20XX, through Sept 30, 20XX, with a salary of at least $XX,XXX/year (students with fellowships receive a supplement on top of the base salary), health benefits of $X,XXX/year, and students fees of $X,XXX/year.

Provided the student remains in good standing, they will continue to be supported at the level indicated above or higher until graduation. Student salaries, health benefits, and fees typically increase annually at the start of each academic year (Oct. 1).

Signed,