

NON-PAID AFFILIATION OR VOLUNTEER EPAF GUIDELINE (REV 5/2023)

FOR HOME UNIT TO INITIATE ACCESS PRIVILEGES TO UNIVERSITY SYSTEMS FOR NONPAID AFFILIATIONS IF NECESSARY

Researchers based at UI who are paid directly by external sources or who are employees of external organizations based at UI by contract (e.g., Co-op Units, ROTC)

Adjunct faculty who actively participate in UI research with UI students, facilities, or resources

Emeritus faculty who actively participate in UI research with UI students, facilities, or resources

All non-employee researchers, including adjunct faculty, with doctoral degrees who have a significant presence in any UI facility, including off-campus locations (e.g., CRITFC or ARS employees at Hagerman Fish Culture Experiment Station)

Nonemployees with doctoral degrees who are primarily involved in outreach, education, or other activities, but also have a significant component of research that uses UI facilities, equipment, or resources

A non-employee with doctoral degree who is serving as a PI or co-PI on a research grant at UI

— Enter the appropriate Home Organization code and Distribution orgn either the roll-up or budget. They will always be the same.

— Complete the routing information

— Complete the comments information.

The comments need to indicate the unit of affiliation

Purpose/reason for the nonpaid assignment and/or the course name and number (CRN if available)

Anticipated dates for work assignment (beginning and ending)

— *****Note: It is the responsibility of the home unit to complete a termination EPAF after the work assignment is complete.**

Choose the appropriate EPAF category for termination.

MFTERM Affiliate Member Term - Non-Sup

MFTRMS Affiliate Member Term - Sprvsr