

Postdoc Package Documentation

This information is not to be submitted unless a candidate is being "sponsored" for a LANL postdoc appointment.

1. Research Proposal

- Maximum of 1 page, 12 pt. font, 1-inch margins and single spacing (no more than 5 lines per inch)
- Written by the postdoctoral candidate
- The postdoc must sign and date, and include the following statement at the bottom of the proposal:
 - I confirm that I wrote this proposal in collaboration with my proposing mentors, and will perform this research during my postdoctoral appointment.

The candidate must write the research proposal, including his/her insight and ideas and describe the research planned. However, the sponsor/PI may provide input and feedback to the candidate during the development of the proposal. It is important that the proposal be written at a "Scientific American" level; i.e., for a broad technical audience, with field-specific terms explained. If formulas and diagrams are included, make sure that they can be clearly understood by those outside of the field. This will allow all members of the committee, whose backgrounds cover a wide range of fields, to more fully understand and evaluate the proposal. The three sections of the proposal, as outlined below, must be labeled. *Proposals not satisfying this format will be at a disadvantage.*

The proposal must be in the following format:

- Proposed title at the top of the proposal
- Background of research to be performed
 - Define the research you will be doing.
 - Why is the research important within your field and in a larger context?
 - Define the challenge and unique elements of your research.
- Proposed research
 - What do you plan to do while at LANL?
 - How do you plan to do it?
 - What resources will you use?
- Impact of research
 - What are the anticipated results from successful accomplishment of your proposed work within the two-year postdoctoral timeframe?
 - What potential impact will your work have in your chosen scientific field and in broader terms to science & technology, LANL, and/or mankind in general?

A copy of the research proposal will be included in the candidate's formal offer letter. If the research proposal that was submitted in your candidate's package for Director's funding consideration is not an accurate reflection of the work the candidate will perform as a Research Associate, we require a new or updated Research Proposal be provided with the hiring package in preparation for extending an offer. It is critical that the candidate, sponsor/PI, as well as the Postdoc Office, have a clear understanding of the research to be completed at the Laboratory during the duration of the appointment.

2. Letters of Recommendation

- Three letters are required for all applicants--more or fewer than three will not be accepted
- May be solicited from either external or internal sources
- To maintain objectivity, and to eliminate the potential for conflict of interest, letters of recommendation may not be written by the mentor, co-mentor(s), or the mentor(s) line management. For further information, reference paragraph below.
- Sponsors are strongly advised to select references that fully reflect the breadth of experience and scientific impact of the candidate.
- Letters from individuals outside the research team will carry greater weight by providing evidence of broader impact of the applicant's standing in their field.

The Recommendations letters should come from individuals who are very familiar with the candidate and/or the candidate's work. Recommendations from referees with solid scientific reputations (e.g., renowned in their field) are more effective. The Committee "normally" expects there to be a letter from the candidate's major professor (thesis advisor) and current employer. If there are no letters from these sources, it will be helpful to provide in the nomination memo an explanation for this omission. *Also, if there is a perceived conflict of interest between the letter writer and PI/Co-PI such as spouse, significant other, etc., the letter writer must state in the nomination memo the relationship between the letter writer and PI/Co-PI, identifying the possible conflict of interest. It is advisable to contact the Postdoc Program Office regarding these situations.*

An effective letter of recommendation should include:

- Enthusiasm about the candidate;
- Ranking in relation to peers in the group, department, or field;
- Examples of candidate's industriousness, creativity, maturity, and independence;
 - "She solved this long standing problem";
 - "He organized a symposium on his own";
- Major accomplishments;
- Impact of publications on the field.

3. Curriculum Vitae (CV), including publication list:

Curriculum Vitae (CV), including publication list, should include the following sections

- Educational background including degree dates, GPA with scale (Ex: 3.3/4)
- Experience
- Publications
- Competitive honors/awards
- Relevant extracurricular activities
- Invited/talks presentations
- Grants
- Patents

Publications should be categorized as follows:

- Peer reviewed
- Not peer reviewed
- Talks and poster presentations

For each publication include:

- Complete title and author list (as published) in standard format
- Date of publication or status if not published yet
- Volume #
- Journal #

The Committee generally looks for information such as: a publication record that is commensurate with peers and with articles in high quality journals; an indication of recognition within the field (e.g., as evidenced by honors/awards or invited presentations); and any noteworthy accomplishments (e.g., patents, research grants).

4. Citation Information *-only required for Postdoctoral Fellow candidates*

- Identify the search engine that was used
- **TOTAL** number # of citations, as well as the number of citations for **EACH** paper
- Citing of archived manuscripts for unpublished papers will be allowed

5. All official Undergraduate and Graduate transcripts – Bachelors, Masters, and PhD

- Copies or faxed copies of official transcripts are acceptable
- If degree has been completed, transcripts must reflect degree date.
- If school attending (attended) does not have transcripts, a copy of a diploma or letter from the Graduate School Office stating that you are enrolled or have completed all the requirements for the Ph.D. is acceptable.
- If the transcripts and diplomas are not in English, please provide the following in addition to the transcripts:
 - Translation of the information contained in the transcript. Translation cannot be performed by the candidate or by the sponsoring mentor.

In addition for all non-US citizen candidates that attended a foreign institution, the USCIS has requested English translations of all transcripts and diplomas and include beneath the translation the following statement:

Certification by Translator

I [typed name], certify that I am fluent (conversant) in the English and [enter appropriate language] languages, and that the above/attached document is an accurate translation of the document attached entitled [enter title of document].

Signature
Typed Name
Address
Date