

## Request to Terminate Appointment Early Due to Sudden Loss of Funding Office of Postdoctoral Education

Please note that OPE's policy states that *"in the second and subsequent years of appointment, if a faculty mentor experiences sudden loss of funding, a minimum of three months' notice in writing must be given to the postdoctoral scholar by the mentor."* The faculty mentor must complete and submit this form, which then must be approved by the Associate Dean for Research and Training to be valid. (Postdoc Handbook, Chapter 2, Section 1). You cannot terminate a postdoctoral appointment early for a postdoctoral scholar who is in their first year at UAB.

### Instructions:

This form will need to be filled out by the administrator. Please read the instructions carefully to determine who is participant one, two, and three. The form filler is participant one. [Access the form here.](#)

1. This form is required for terminating postdocs before their current appointment letter's end date due to sudden loss of funding.
2. To complete this form, you will need to know the following from the faculty mentor:
  - a. What grant has suddenly been terminated or seen its funds significantly reduced (25% or more)?
  - b. What is the grant number?
  - c. Who is the sponsor?
  - d. What other funding does the mentor have?
  - e. Why cannot other funding from the mentor or department cover the postdoc's salary/stipend for the remainder of the year?
  - f. Documentation of the notification that the award/grant is being terminated or significantly reduced
  - g. Emails of the faculty mentor (participant two), the Office of Postdoctoral Education (participant three), and postdoc (participant four)
    - i. Please note OPE will approve or deny the form in three to five business days.
3. After the form is completed, you will be asked to submit the emails for each participant who needs to sign. The form will automatically route to the next signature.
  - a. Participant two – faculty mentor
  - b. Participant three – Office of Postdoctoral Education ([postdocs@uab.edu](mailto:postdocs@uab.edu))
  - c. Participant four – postdoctoral scholar
4. After the faculty mentor signs the form, the form will then be routed to the Associate Dean for Research and Training for approval or denial. Lastly, the scholar will sign.

A completely signed and approved form can be uploaded onto OnBase to serve as documentation that the appointment is being terminated early due to sudden loss of funding.