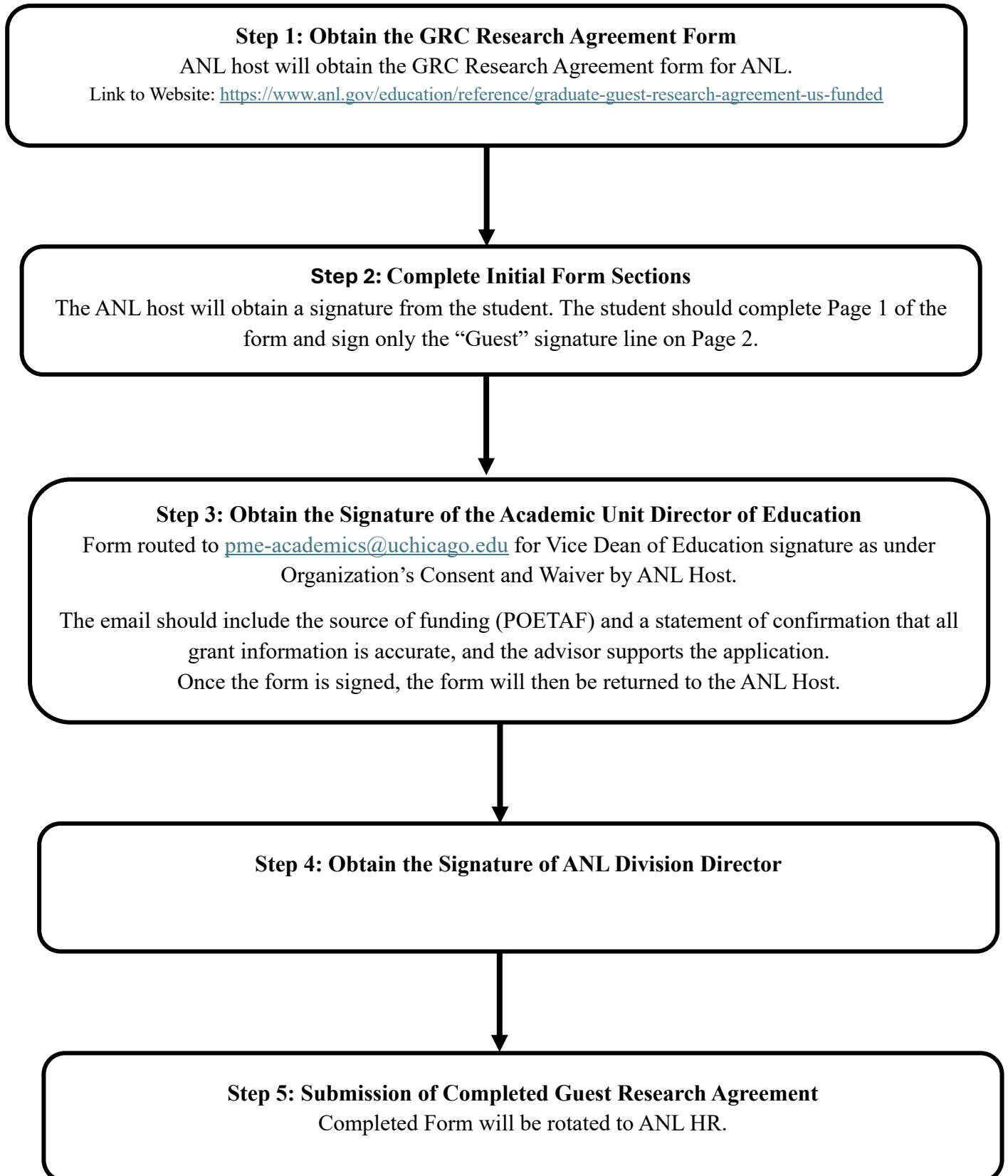


# ANL Guest Research Agreement Processing Outline (ANL-671 & ANL-671A)

The following flowchart outlines the step-by-step routing and signature process for the ANL Guest Research Agreement Form. Each stakeholder plays a key role in ensuring timely and accurate submission.



## **Process for Completing the ANL Graduate Guest Research Agreement (U.S. Funded)**

### *Step 1: Obtain the GRC Research Agreement Form*

- The student should download the Graduate Guest Research Agreement from the ANL website:
  - GRC Research Agreement Form – U.S. Funded

### *Step 2: Complete Initial Form Sections*

- The student should complete Page 1 of the form and sign only the “Guest” signature line on Page 2.

### *Step 3: Obtain the Signature of the PME Vice Dean of Education*

- The ANL Host should route the form to [pme-academics@uchicago.edu](mailto:pme-academics@uchicago.edu) on the student’s behalf.
- The following must be included in the email:
  - 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.

*Note: The Vice Dean of Education signs on behalf of the “Organization’s Consent and Waiver” section.*

- Once the form is signed, it will be returned to the ANL Host.

### *Step 4: Obtain Signature of ANL Division Director*

### *Step 5: Submit Completed Guest Research Agreement*

- After all signatures are obtained, the completed form should be routed to ANL HR.