

Instructions
Request for Exception Form Instructions

1. Trainee's Last Name, First Name, Middle Initial
2. Trainee's UT Health SA Badge ID
3. Date form prepared
4. Select type of exception requested
 - "Beyond 5th Year"
 - "Requested Duration of Extension" - Enter time of extension requested for Postdoc, for example: 6 months, 1 year, etc.
 - "# Years as Postdoc at UT Health SA" – Enter the amount of time Postdoctoral Research Trainee has been here.
 - "# Total Years as Postdoctoral Research Trainee" – Enter the total amount of time as a Postdoctoral Research Trainee in all locations including UT Health SA.
 - "Reduced Percentage (FTE)"
 - "Reduced Percentage (FTE)" – Enter the % of FTE requested.
5. Specify Unusual Circumstances that *justify* the exception. For example,
 - What are the *unusual* circumstances that form the basis for the request to extend research training?
 - How will additional time in research training advance a career in science?
 - What is the additional training that will be completed during the extended time?
 - How will a reduction in trainee effort impact research training activities and goals?
 - How will a reduction in trainee effort impact career advancement?
6. Postdoctoral Research Fellow Signature – Original ink or Adobe Digital (date & time stamped)
7. Faculty Mentor's Name – Last Name, First Name, Middle Initial
8. Faculty Mentor's Signature - Original ink or Adobe Digital (date & time stamped)
9. Department Chair Name and Signature (or Dean as needed)
 - If the Mentor is the Department Chair, then their respective school's Dean, should sign in the "Chair Section".
10. Center/Institute Director Name and Signature -Original ink or Adobe Digital (date & time stamped)
 - If the Mentor is the Center/Institute Director, then their respective school's Dean, should sign in the "Center/Institute Section".

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11. Center/Institute Director Signature - Original ink or Adobe Digital (date & time stamped)
12. This form can be completed by either the Postdoctoral Research Fellow or the mentor.
13. Attach additional pages as needed
14. Provide a copy of Postdoctoral Research Fellow's current CV.
15. Submit all paperwork electronically to PostdocAppointments@uthscas.edu.