

**LMC Special Volunteer or Guest Researcher
Appt. Checklist (New/Renewal) – U.S. Citizen**

1. For Form NIH 590:
 - a. Candidate's Full name
 - b. Proposed NIEHS location: Room number/phone number
 - c. date of birth
 - d. city/state of birth
 - e. country of birth
 - f. social security number
 - g. citizenship status
 - h. present employer or institution (Name/Address)
 - i. Education: degrees held, school, discipline/field and date
 - j. current mailing address
 - k. current phone and fax numbers
 - l. source and amount of current salary/stipend
 - m. provide a brief description of the work to be performed

2. Dates of Appointment Requested

3. Current CV/Bibliography

4. Special volunteer agreement, completed and signed by volunteer

5. Health Insurance Coverage (name of insurance)