

**Interdepartmental  
Neuroscience Program**

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**NORTHWESTERN  
UNIVERSITY**

DATE

Dear X,

On behalf of the NUIN graduate program we are pleased to confirm your formal affiliation with NUIN as a **Member**. This letter includes information about two important topics: The expectations and responsibilities of NUIN affiliated faculty and the funding model of NUIN students.

Responsibilities of NUIN Faculty

Faculty associate with NUIN at two levels: as **Preceptors** or as **Members**. Faculty at both levels are listed on the NUIN web site (without distinction) and faculty at both levels may accept rotation students. However, faculty who serve as Thesis Advisors to at least one NUIN student are asked to meet the higher level of commitment required of Preceptors. The criteria for the two NUIN affiliation levels are described below and we are happy to help you find ways to meet them. For faculty new to Northwestern, we recognize that it may take up to three years before you begin fully meeting the requirements.

Criteria for being a **NUIN Member**

1. Accepting NUIN students (*Note-this doesn't necessarily indicate that you are currently accepting students, rather, it means that you have or will have the potential to accept students*).
2. Faculty-level appointment (**Any track** eligible for membership in the [Faculty of the Graduate School](#))
3. Research related to neuroscience and commitment to providing student with a research project that is founded in neuroscience.
4. Yearly participation in any **one** of the NUIN Service and Teaching or NUIN Admissions and Recruitment Activities or any **one** NUIN Leadership role (listed below).

Criteria for being a **NUIN Preceptor**

1. Currently serving as a Thesis Advisor to at least one NUIN student.
2. Faculty-level appointment (**Any track** eligible for membership in the [Faculty of the Graduate School](#))
3. Research related to neuroscience and commitment to providing student with a research project that is founded in neuroscience.
4. Yearly participation in **either one** NUIN Leadership Role **or two** Service/Teaching roles (even within the same category)
5. **Either** yearly participation in Admissions and Recruiting **or** retreat attendance at least once every three years.

NUIN Leadership Roles

- Director of a training grant that supports NUIN students
- NUIN Course Director
- Chair of a NUIN Program Committee
- Chair or Head of a Department with at least two faculty members doing neuroscience research

NUIN Service and Teaching Activities

- Any teaching in a NUIN course or other graduate course that NUIN students regularly (at least one student per year) take for credit

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- Service on a NUIN Program Committee (e.g. Admissions, Curriculum, Communications & Outreach, Student Advising, Diversity and Inclusion, International Student Affairs, Postdoctoral Affairs)
  - Service on a NUIN student thesis committee (other than one's own student)

#### NUIN Admissions and Recruiting Activities

- Reviewing applications (i.e., as a permanent or ad hoc member of the NUIN Admissions Committee)
- Interviewing prospective students
- Presenting research by hosting a lab tour or participating actively in a poster session (e.g. presenting a poster oneself or attending the poster session lunch) at a recruitment event.

#### The NUIN “Standard” Financial Aid Model

Students in NUIN and the other Northwestern life science PhD programs currently receive the [NU minimum stipend level](#).

NUIN students are funded in the first year entirely by a **University Fellowship (UF)**. This fellowship provides these students free agency during which time they complete at least three 10-week laboratory research rotations on their way to joining a lab. NUIN faculty at both the Preceptor and Member level may recruit NUIN students to rotate in their lab.

NUIN students typically join a laboratory during the summer after their first year. In fall and winter quarter of the second year, NUIN students are supported by a **Graduate Assistantship (GA)**. A GA provides full tuition and stipend for those two quarters.

**Student stipend and tuition becomes the full financial responsibility of their advisor (and advisor’s department in the event that an individual’s advisor experiences a lapse in funding) beginning with spring quarter of the second year and extending to graduation**, assuming good standing and appropriate progress is maintained. This financial commitment is formalized through the signing of the NUIN Thesis Advisor Agreement by both the faculty advisor and the Department Chair when a student joins a lab. Students are typically supported by a variety of mechanisms, most commonly Research Assistantships (advisor’s grant funding), Institutional Training Grants, and individual awards (i.e. NRSAs).

NUIN recognizes that, in some departments, graduate students earn their stipend support by serving as a teaching assistant (TA), often for many quarters over the course of their training. NUIN students have a two quarter obligation to TA for NUIN and TGS. Any additional TAing as a means of stipend support is prohibited.

Details for the current academic year [stipend](#) and [tuition](#) level can be found online, you can also contact NUIN for a current fiscal year Tuition and Stipend funding memo, which includes research assistant scholarship levels for tuition (also included in the NUIN Thesis Advisor Agreement).

We are very glad to welcome you as a participating faculty affiliate of the NUIN community and look forward to your participation and involvement in the coming years.

Sincerely,



Jena Pitman-Leung, PhD  
NUIN Assistant Director