1. **Purpose and Scope**

Purpose of the SOP is to make a dynamic and simple procedure on applying for short term stays for senior researchers associated PERSIMUNE.

2. **Responsibility**

- **The applicant:** Is responsible for sending a mail containing a short motivation and description of the work to be done and attachment of the wanted researcher’s CV. The application is to be sent in due time to Center leader Jens Lundgren and PM administrator Kenneth Vennekilde.
- **Center leader:** Is responsible for reviewing and approving or rejecting the application.
- **PM Administrator:** Is responsible for adjusting the PM budget and taking care of contractual matters, when new researchers are appointed.
- **Head of accounting:** Is responsible for ensuring that employees on short-term stays are registered in the necessary HR-systems etc.

3. **Definitions and Materials**

This SOP defines short term stays, as temporarily employment for researchers associated PERSIMUNE up to 6 months.

4. **Procedures**

4.1 **How to apply for short term stays for senior researchers**

Write a short application including a short motivation and description of the work to be done, the period of employment and attachment of the wanted researcher's CV.

4.2 **Where to send applications**

Send application in due time by mail to PM Center leader and PM administrator. Applications should be sent at the latest six weeks prior to expected start of the researcher.

4.3 **Review of applications and outcome**

Normally, the applications is reviewed within two weeks and applicants informed on the outcome.

4.4 **Employment procedure commences**

Admin begins the employment procedure, including contractual negotiations with the researcher. Admin may contact applicants if further information is needed.

4.5 **ExCom is informed on new short staying researchers under PM**
ExCom will be informed, when new short-term-staying researchers affiliated with PM is approved, including a brief presentation of the candidate and the work to be done.

5. REFERENCES
This SOP is available at www.persimune.dk.

6. HISTORY LOG – CHANGES PERFORMED
New SOP

7. ATTACHMENTS
None