

## Foreign Affiliations iForm

### Why and What is it?

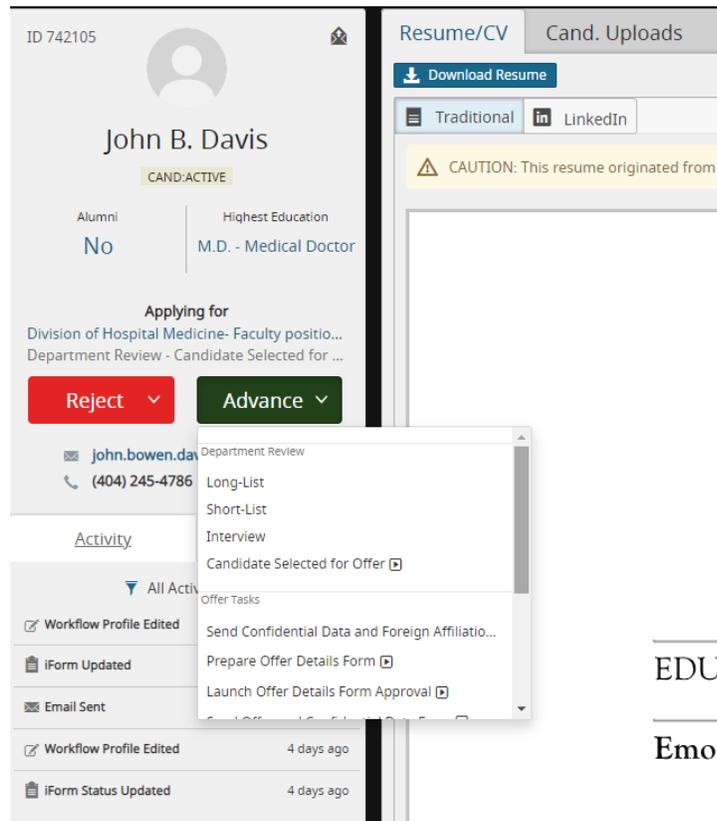
As a recipient of federal funding, Emory University is required to strengthen its disclosure requirements and processes to be in compliance with [NSPM-33](#). Initial foreign affiliation disclosures occur at time of hire and are updated annually or more frequently as needed.

Now when a faculty candidate is selected for offer, please use the status, Send Confidential Data and Foreign Affiliation Form under the Advance option **prior OR at the same time when a SOM packet is submitted** to the Dean's Office for review.

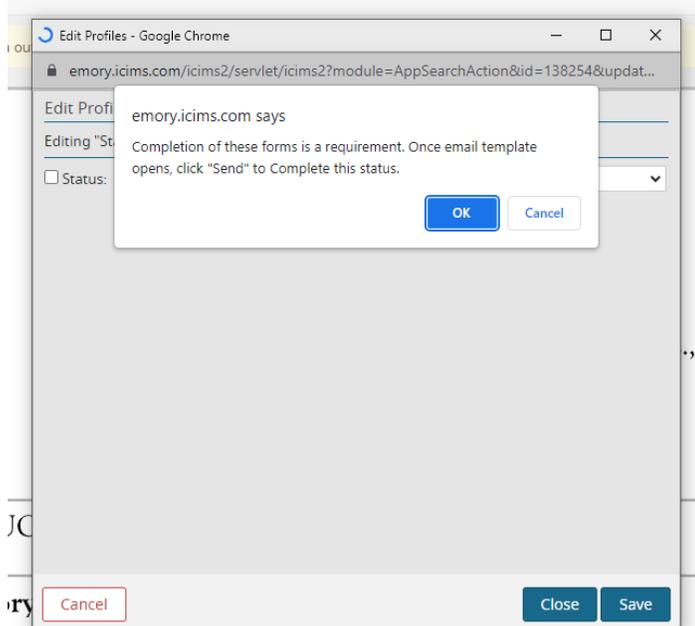
You should begin to utilize this function starting on 9/1/2023.

### How to initiate the form:

1. Click on the faculty candidate and click on Advance.



2. Under Offer Tasks, click on Send Confidential Data and Foreign Affiliation Form.
3. A new window will pop up.



J. Willis Hurst Internal Medicine Residency, June 30,

4. Follow the prompt to send out the two forms to the faculty candidate.
  - a. Please be sure to check that the email in iCIMS is a valid email address.
5. Everything is auto generated in the template, you should not have to make ANY changes. If you wish to add additional email addresses, you can use the CC/Bcc function.
6. Click Send and both forms will go to the faculty candidate.