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## Research Affiliation Form

Samm Lee - 2026-06-30 - [Research](#)

*This article provides a guideline for use of the Research Affiliation form.*

### Research Affiliation Form Guidelines:

**To determine whether you need to use the Research Affiliation Form, please review the following:**

- **This form is intended only for unaffiliated individuals collaborating on research projects within the School of Nursing.**
- If you are an AppleOne hire, please contact the School of Nursing's HR Department at [NUR-HR@nursing.upenn.edu](mailto:NUR-HR@nursing.upenn.edu) - HR handles access for temporary employees.

**To access and submit this form, the requester must authenticate using their PennKey credentials.**

- A limited number of Principal Investigators (PIs) are currently listed in the form; if your PI is not listed, please submit a Service Desk ticket - [servicedesk@nursing.upenn.edu](mailto:servicedesk@nursing.upenn.edu)
- Depending on the research applications required, additional mandatory training for certain Penn systems may be necessary.
- Please note that Penn incurs substantial costs for licenses when creating staff affiliations, and we ask that requesters be judicious when submitting affiliation requests.
- Due to the substantial licensing costs, the School reserves the right to implement a fee for creating affiliations in the future; the research community will be notified if this change is implemented.

To access the Research Affiliation Form, please use this [link](#).