

GRANT HIRING REQUEST FORM

STEP 1

TO BE COMPLETED BY PRINCIPAL INVESTIGATOR

Requested by (PI Name) _____

New A GI Hire *** Add# Change Account Number 'cb' 91 [ghb['5 gg][ba Ybh **5 XX][hcbU'5 gg][ba Ybh *****REUZ]ZUdd]WVY*****7\ Ub[YK U[YFUH ***

Employee Last Name: _____, First Name: _____, Middle Initial: ____

Appointment Start Date: _____ Employee E-mail: _____

Wage Rate Request: \$ _____ Per Hour Biweekly RA Other-please describe: _____

Notes on Wages: Graduate Assistants are paid a fixed biweekly amount (even if budgeted per month on grant) and fringe includes health and tuition reimbursement. Hourly students are paid per hour and fringe includes a FICA charge of 7.65% during the summer only. On-Call hourly workers are paid per hour and fringe includes a FICA charge of 7.65% at any time of the year. Project pay is not allowed on grants. Other payment terms may apply per the individual appointment.

Work Description (Please include the approx. total # of hours if hourly labor. If wage rate represents a raise, please include justification):

Account(s) / Sub-Account(s):

Table with 5 rows and 4 columns: Account(s) / Sub-Account(s), % Employment, Department, End Date.

STEP 2

TO BE COMPLETED BY THE GRANTS PROGRAM MANAGER

If you are not using Adobe Acrobat Pro and/or Windows, the SEND buttons may not work. Please print the form to PDF and send via email to your department GPM.

___ This appointment is allowable per the conditions of the grant(s) listed as accounts.

___ There are sufficient funds in these grant accounts to cover this appointment at this time.

___ If this appointment is on an REU account: I have received the REU student form.

Comments:

Grants Program Manager Signature: _____ Date (MM/DD/YY): _____

STEP 3

TO BE COMPLETED BY THE FISCAL OFFICER

___ I approve this appointment as described above.

Comments:

Fiscal Officer Signature: _____ Date (MM/DD/YY): _____

STEP 4

Forward the fully approved form to the DOS Staff and notify PI: