

REQUEST TO HIRE AN INDIVIDUAL ON A RESEARCH GRANT

Researcher (Principal PI): _____

Grant #: Ethics clearance in place or N/A

Amount confirmed in grant budget for salary: \$ _____

Position Title: _____

Explanation of why the individual is required for the research project:

Duties of Position:

Requested Start Date (at least 3 weeks from date of this request) _____

Requested End Date of contract _____

Do you wish to have this position advertised? Yes No

If this is an appointment, please provide the following information:

Name of individual: _____

MUN student status: Non-student Part-time grad student → Student # _____

MUN employment status: Not a MUN employee Part-time MUN employee, **if yes:**

Dept: _____ Position: _____

In addition, please have your candidate submit **within two days** of this request:

- A completed application, indicating at least two work references (these will be checked)
- A current resume or CV
- A direct deposit form

Please be aware that the individual you wish to employ should not begin work until our HR Department has approved the hire. Hours worked prior to the contract date will not be compensated.

Researcher Signature: _____ Date: _____