

**REQUEST TO HIRE AN UNDERGRADUATE STUDENT ON A RESEARCH GRANT**

Researcher (Principal PI): \_\_\_\_\_

Grant #:

Amount confirmed in grant budget for salary: \$ \_\_\_\_\_

Position title : \_\_\_\_\_

Duties of position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Do you wish to have this position advertised?  Yes  No

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

Name of student to be hired: \_\_\_\_\_

MUN student status:  Current Undergraduate Student  Off-semester student

Currently employed at MUN?  No  Yes Dept: \_\_\_\_\_

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

- Completed Personnel Action Form (available from ED2012)
- Direct Deposit Form

**Students are required to complete time sheets for hours worked and submit these to the researcher for approval. The approved time sheets are then be submitted to the Faculty of Education Financial Office for payroll processing.**

Researcher Signature: \_\_\_\_\_ Date: \_\_\_\_\_