

## Research Staffing Approval

October, 2014

Use this form if you want to advertise a position paid from a research account

<b>Principal Investigator:</b>			
<b>Staff Position Title:</b>	<b>Position Classification:</b>	<b>Select one:</b> <input type="checkbox"/> Admin Professional <input type="checkbox"/> Faculty <input type="checkbox"/> CUPE 1870 <input type="checkbox"/> Undergrad Student <input type="checkbox"/> Grad Student <input type="checkbox"/> Post Doc	<b>Location of work:</b> <input type="checkbox"/> Campus Other: _____
<b>Start Date:</b>	<b>Renewal</b> <input type="checkbox"/>		
<b>End Date:</b>	<b>New Position</b> <input type="checkbox"/>		
	<b>Replacement</b> <input type="checkbox"/>		
	<b>Hours per Week:</b>		
<b>SOURCE OF FUNDS:</b>		<b>Salary &amp; Benefits for this Position:</b>	
		<b>Salary: \$</b>	<b>Benefits: \$</b>
<b>Account/Grant Name:</b>	<b>Acct. #: (6 digits)</b>	<b>Amt. or % from this account:</b>	
<i>If paid from more than one account, provide additional information below.</i>			
<b>Account/Grant Name:</b>	<b>Acct. #: (6 digits)</b>	<b>Amt. or % from this account:</b>	
<b>Account/Grant Name:</b>	<b>Acct. #: (6 digits)</b>	<b>Amt. or % from this account:</b>	
<b>APPROVALS</b>			
I hereby request <b>Budget Approval</b> to proceed with staffing this position and certify that sufficient funds are in place to pay the full cost of this position including benefits and are eligible expenses.			
Signed by _____		Date _____	
(signature of account holder)			
Name (Print) _____		Title and department _____	
<b>Chair:</b>		<b>Date:</b>	
<b>AVC: Dean (Designate):</b>		<b>Date:</b>	
<b>Research Accounting</b>		<b>Date:</b>	
<b>Recommended Advertising:</b>			
On-campus only: <input type="checkbox"/> On-Campus/Ch'town: <input type="checkbox"/> On-Campus/Atlantic Region: <input type="checkbox"/> Other (specify): <input type="checkbox"/> <input style="width: 50px; height: 15px;" type="text"/>			
<b>Comments / Conditions (if you add a comment/condition, please initial)</b>			

PLEASE SEND THIS SIGNED FORM TO RESEARCH ACCOUNTING