

**MARYWOOD UNIVERSITY  
GRANT POSITION/INTERNAL RESEARCH FUNDS REQUEST FORM**

Department Name \_\_\_\_\_ Budget Number \_\_\_\_\_  
 Job Title \_\_\_\_\_ Full-Time .....DUFHH]a Y  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Hourly Employee **Yes or No**  
**If Yes:**  
     Hours Week \_\_\_\_\_  
     Weeks Year \_\_\_\_\_  
     Pay Rate \_\_\_\_\_  
     Total Pay \_\_\_\_\_  
**If No:**  
     Total Pay \_\_\_\_\_

Is this a student position? **Yes or No**  
 Is this position for individual or category explicitly identified in the grant? (ie MSW Student) **Yes or No**

If Yes: Person Hired \_\_\_\_\_

Will Department Post Job and Hire? **Yes or No**  
 Will Human Resource Dept Post Job? **Yes or No**

If position is not for individual or category explicitly identified in the grant, we require a posting timeframe of three (3) days before a hire can be made.

**Please make sure sufficient funds are available in that line object classification. If in doubt please check with Fiscal Affairs.**

**Signatures:**  
 \_\_\_\_\_ Principal Investigator Date \_\_\_\_\_  
 \_\_\_\_\_ Dean Date \_\_\_\_\_  
 \_\_\_\_\_ Asst VP for Research Date \_\_\_\_\_

**YOU MUST CALL HUMAN RESOURCES WHEN A PERSON IS HIRED, AND THEN SEND THEM TO HUMAN RESOURCES TO COMPLETE PAPERWORK.**

**PLEASE ATTACH JOB DESCRIPTION. PLEASE INCLUDE "THIS IS A GRANT FUNDED" POSITION IN THE JOB DESCRIPTION**

Post Award \_\_\_\_\_ Date \_\_\_\_\_

revised 03/12/09