MARYWOOD UNIVERSITY
GRANT POSITION/INTERNAL RESEARCH FUNDS REQUEST FORM

Project Name _____   **Budget Number** _____

Job Title _____   **Project ID Number** _____

Start Date _____   **Full-Time**¨¨¨¨¨¨¨¨¨¨¨¨DU╎HH╎a Y

    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/Asst Provost/Director**   **Date** _____

_____   **ORSP**   **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

revised 5/20/21