MARYWOOD UNIVERSITY
GRANT POSITION/INTERNAL RESEARCH FUNDS REQUEST FORM

Project Name _____ Budget Number _____

Job Title _____ Project ID Number _____

Start Date _____ Full-Time ☐ Part-Time ☐

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