Workflow for Funded Research Positions

- This hire and reappointment workflow is for research positions with at least 75% of funding committed through externally funded projects, cost-sharing, startup funds, or a combination thereof.
- Research positions include faculty, staff, trainees, and students at full-time, part-time, hourly, and temporary statuses.
- Employee hiring and/or reappointment requests should use standard Human Resource Management and Development or Faculty Affairs forms. No additional Resource Allocation Committee (RAC) forms are needed as these positions are no longer subject to RAC review.
- Individuals to be hired as contractors, not employees, should follow the appropriate procurement process. These actions are also no longer subject to RAC review.
- The research positions outlined above are contingent upon availability of funds and therefore offer letters should expressly state this.
- Schools/units may adapt the workflow to better meet their needs as long as financial and school/unit leadership approvals are obtained.

Investigator submits request to **Department Chair** or **Designee.**

Department Chair or **Designee** sends to **Associate Dean for Research (ADR)** and/or the **ADR Designee**.

ADR or ADR Designee confirms research funding sources (startup, external, internal) with **Finance Director (FD)** and/or **Pod**.

School designee notifies **Department Chair, Investigator, and Pod** if position is approved and submits request to **HR or Faculty Affairs.**

HR or Faculty Affairs reviews and posts position internally and/or externally as appropriate.

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