

Questrom School of Business  
**INSTITUTE POSITION REQUEST FORM**

Note: All sections of this form must be completed. Incomplete forms will be returned.

**WORK ASSIGNMENT**

New Position \_\_\_\_\_ Position Update \_\_\_\_\_

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_ Total Months: \_\_\_\_\_

Department / Institute \_\_\_\_\_ Position Duration \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate (if applicable) \_\_\_\_\_ Percent Time Employed \_\_\_\_\_

**Job Description for Offer Letter (please include specific program name(s), relevant collaborators, goals, primary responsibilities):**

**Justification for Employment:**

Will this be a grant-funded position? \_\_\_\_\_ Name of PI if Grant-Funded position: \_\_\_\_\_

Yes No

An international candidate is being considered for this position: \_\_\_\_\_

Yes No

**FUNDING**

**Budget Worksheet**

**Fringe Rate\*:** \_\_\_\_\_

Please enter value as a decimal.

**\*Fringe Benefit Rates Based on Funding Source:**

	University Funded & Gifts	Sponsored Program Funding: Federal/Federal Pass Through Awards	Sponsored Program Funding: Non- Federal Awards
Salaried:	26%	24%	26%
Hourly:	24.7%	22.5%	24.7%

**F&A Rate\*\*:** \_\_\_\_\_

Please enter value as a decimal.

**\*\*F&A Cost (only if grant funded):**

Use 65% unless noted otherwise in Award agreement.

Note: F&A costs are not readily identifiable with individual projects. F&A is designed to partially reimburse the University for the costs of using its facilities and administrative structure in carrying out research.

**FUNDING:** \_\_\_\_\_

**SALARY:** \_\_\_\_\_

**NON-SALARY RELATED BUDGET:** \_\_\_\_\_

Funding Source Name: \_\_\_\_\_

BU Account Number: \_\_\_\_\_

Funding not yet received

Does account fund 100% of salary? Yes \_\_\_\_\_ No \_\_\_\_\_

If No: Split Cost Distributions have been clarified in Appointment tracking sheet

Total Salary\* : \_\_\_\_\_

Total Fringe: \_\_\_\_\_

Total F&A: \_\_\_\_\_

**Total Salary Budget:**

Position budget has been projected in tracking sheet.

Monthly Salary for Employee: \_\_\_\_\_

Annual Salary for Employee: \_\_\_\_\_

Does this position have a research budget?

Yes, amount: \$ \_\_\_\_\_

No \_\_\_\_\_

Does this position have other non-salary budget? (ex. travel, registration fees, etc.)

Yes, total amount: \$ \_\_\_\_\_

No \_\_\_\_\_

All amounts have been projected in tracking.

\*Current Post-Doctoral Scholar Minimum Salary:  
\$50,004 (for 100% time, 12 month appointment)

**POSITION MUST BE APPROVED 90 DAYS PRIOR TO HIRE DATE**

**NO OFFER CAN BE MADE UNTIL REQUEST IS APPROVED BY DEAN'S OFFICE**

**AUTHORIZATION**

Institute Supervisor Name (printed) \_\_\_\_\_ Institute Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Authorization Signature \_\_\_\_\_  
(If not Institute Supervisor)

*(for internal use only)*

DEAN'S OFFICE APPROVAL: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_