

Questrom School of Business

REQUEST FOR TEMPORARY POSITION

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

WORK ASSIGNMENT

New Appointment Reappointment

Department _____

start date: _____ end date: _____
Employment Duration

Job Title: _____

Job Description:

Justification for Temporary Employment:

FUNDING

Budget Worksheet:

\$ _____ : Total Salary
(hourly rate X hours per week X # of weeks)
+ \$ _____ : Fringe Benefits*: _____ % of total salary
: F&A Cost**: _65_ % of total salary
+ \$ _____ (only if grant funded)
_____ : Total Budget

Funding:

Account Name: _____
Funding Received: Yes No
If yes, BU Account Number: _____

*Fringe Benefit Rates Based on Funding Source:

University Funded: 23.60%
Sponsored Program Funding:
Federal and Federal Pass Through Awards: 22.2%
Non Federal Awards: 24.1%

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

Facilities and Administrative costs (F&A) are costs 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.

POSTION MUST BE APPROVED 30 DAYS PRIOR TO POSTING

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

AUTHORIZATION

Direct Supervisor's Name _____

Direct Supervisor's Signature _____

Date _____

Department Authorization Signature _____

(for internal use only)

DEAN'S OFFICE APPROVAL: _____ DATE RECEIVED: _____
DATE APPROVED: _____