

Budget Approval and Offer Request
Research Associate/Senior Research Associate

Case Western Reserve University School of Dental Medicine

Please direct any questions to Tricia Ribeiro, dentres@case.edu or 368-1630.

Part A. Internal Budget Approval for New Job Opening

(Faculty Supervisor of Open Position)

(Administrator Responsible for Request Documentation)

Is this a replacement for a current/recently resigned employee? _____

If yes, who? _____

What is the anticipated start date for the new employee? _____

Full Time (40 hours/week)? _____

If no, estimated hours per week: _____

Proposed salary? _____

Source of salary support? (speedtype) _____

Provide a brief description of job duties (attaching the proposed posting is acceptable). If source of support is a sponsored project, please explain how the duties will benefit the project (2-3 sentences max):

Please complete Part A and return this form, plus a revised forecast if the salary is supported by a sponsored project, to Tricia Ribeiro in Finance and Operations. Remember that although not required, best practice is to publically post the position for five (5) business days. See the instructions for more details.

Finance and Operations Comments:

Part B. Final Candidate Information

Selected Candidate: _____

Complete Address: _____

Phone Number: _____

Email: _____

US Citizen/Permanent Resident?: _____

Visa Needed?: _____

Years of research work experience beyond terminal degree? _____

Dates the position was posted publically: _____ Location(s) of posting: _____

Proposed salary: _____

Period of Appointment: _____ to _____

If appointment is less than twelve (12) months, explain:

Approvals

By signing below, you are stating that the budget has been reviewed and funds are available for the time period specified above.

Supervisor: _____

Chair: _____

Required Documentation

Documents listed below must be attached to this sheet and returned to **Tricia Ribeiro, Finance and Operations**

Curriculum Vitae

Immunization records for Hepatitis B and Annual TB

Proof of Terminal Degree

Copy of J1 or H1B Visa Application (if applicable)