

**Budget Approval and Offer Request**  
**Research Associate/Senior Research Associate**

Case Western Reserve University School of Dental Medicine

Please direct any questions to Tricia Mehosky Ribeiro, [dentres@case.edu](mailto:dentres@case.edu) or 368-7573.

**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):

Initial for approval: Research Administration (if external funding) \_\_\_\_\_ Department Chair \_\_\_\_\_ 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: \_\_\_\_\_

Finance and Operations: \_\_\_\_\_

**Offer Letter and Documentation**

Once approved, the department should generate an appointment letter and route it, this form, and any other documentation to the Dean's Office for signature. The items listed below are the most common, but others may be needed.

Curriculum Vitae

Immunization records for Hepatitis B and Annual TB (clinic-based only)

Proof of Terminal Degree

Copy of J1 or H1B Visa Application (if applicable)