**Search Number (Assigned by Department)**

**(Please assign ascending search numbers for Department & SOM HR records)**

Job duties of the requested position should be performed in CWRU space or in a space where CWRU research is being conducted AND a CWRU employee or faculty member should provide supervision. Factors to consider when determining the appropriate employer for this position include: Nature of the activity or work being performed; Employment of the supervisor; Population being served; Space in which the activity or work is performed; Funding source(s) for the salary; and Oher circumstances that may be relevant to the particular situation.

***Please refer to the RA/SRA/RS Policies and Procedures for additional guidance.***

***Please type information***

Department Chair, Division Chief and/or Center Director Department/ Center (include Division if applicable)

Supervisor Name, Phone number and Email address

Department Administrator Name, Phone number and Email address (Primary Contact)

Anticipated position: [ ]  Research Associate [ ]  Senior Research Associate [ ]  Research Scientist

Specialized Technical Skills (STS) [ ]  Yes [ ]  No *(Refer to Policies & Procedures)*

Desired fill date:

*Must be after date submitted. Please be aware that sufficient time should be considered for review, approval and posting time and, if applicable to the selected candidate, for Visa review (at least 45 days) and notice to current employer (standard 2 weeks).*

Proposed salary range: $       - $       FTE:

*Must be within RA/SRA/RS Salary Guidelines*

Source(s) of salary support: List ALL speed type numbers and % allocation:

*Please provide funding justification if applicable (ex: new accounts, non-CWRU funds, limited funds, etc.)*

Strong candidate identified: [ ]  Internal [ ]  External

Visa Status (if applicable) [ ]  H-1B or [ ]  J-1 Current End Date       OR [ ]  New

                  [ ]  Team Hire

Name Current Title Current Salary

Please be aware of the following:

* All RA/SRA/RS positions must be posted on the CWRU website for a minimum of 5 days.
* If this position is mentored and the individual will be expected to publish his/her research results, a Post Doc Scholar/Post Doc Fellow appointment should be considered. <http://postdoc.case.edu/>

**Chair Signature Date**

*By signing I verify that appropriate funding is available for this appointment.*

Received by SOM Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To Finance & Planning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To Review Panel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VDR Approval (RS only) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by RA/SRA/RS Committee** (SOM HR Signature) Date Department Notified

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**Office of Finance & Planning Approval** Date