***Please type information***

Proposed Candidate:       Approved Search No:

Position Title: [ ]  Research Associate [ ]  Senior Research Associate [ ]  Research Scientist [ ]  Team Hire

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

Degree: [ ]  Ph.D. [ ]  M.D. Other

Mailing Address:

Status: [ ]  Full-time [ ]  Part-time:       (FTE)

Supervisor:       Department Administrator:

Department/Center (include Division if applicable):

Department Speedtype:

Salary: $       [ ]  Check if salary is more than approved salary range and provide justification

Source(s) of Funding:       [ ]  Check if funding listed is different from Form 1

***List speed types and % allocation***

Proposed Start Date:

\*Must be after date submitted and, if applicable, sufficient time allowed for Visa review (at least 45 days) and notice to current employer (standard 2 weeks)

**Please attach the following documents:**

* search approval
* curriculum vitae
* proof of terminal degree (photocopy of diploma or letter of verification from degree-granting institution)
* copy of public open position announcement and dates of posting
* completed affirmative action paperwork

**and, if applicable:**

* J1 or H1b visa application (if proposed candidate is foreign visitor)

**Visa Status** (if applicable): [ ]  H1B or [ ]  J-1 Current Expiration Date (if applicable):       OR [ ]  New

Lawful Permanent Residency (Green Card) Application Status:  [ ]  NA

Once documentation is verified, the Office of Faculty Affairs and Human Resources will generate an original letter of offer and forward it to the department administrator. A copy of the letter, signed by the department chair/division chief/center director and then the selected applicant, must be submitted to **SOMRA-SRA-RS@case.edu.**

For use Office of Faculty Affairs and Human Resources Only: Received by FAHR \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature (date)

To Finance & Planning \_\_\_\_\_\_\_\_\_\_\_\_\_ To Review Panel \_\_\_\_\_\_\_\_\_\_\_\_\_ Department Notified \_\_\_\_\_\_\_\_\_\_\_\_\_

For use Office of Finance & Planning Only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approval Signature Date

**In order for the selected candidate to be placed on CWRU payroll, the signed offer letter and the completed payroll data (pd) form must be submitted to SOMRA-SRA-RS@case.edu *prior to the HR Records cut-off date.***

Received by Office of Faculty Affairs and Human Resources:

[ ]  All new hire documents listed above submitted.

Approved for hire (SOM HR Signature) Date Department Notified