

Request to Add Personnel to ND-ACES Activities

This form must be completed by the Project PI for all ND EPSCoR projects and approved by ND EPSCoR prior to any individual being added to the award. ND EPSCoR is not responsible for ensuring that eligibility requirements are met.

For hires that require a search: New hires must be approved by ND EPSCoR prior to beginning search process.

Planned search start date: Planned hire date:

Justification for hiring an individual who is not currently a student or employee of the ND-ACES participating institution:

Information about individual you are requesting to add:

Full name of individual: Employee ID (if with NDUS):

Campus email: ND-ACES Supervisor:

Academic department: Academic Advisor Name:

Planned start date: and end date: on the ND-ACES project

Project ID, if NDUS (ex: "FAR00XXXX"): Estimated # of ND-ACES work hours per wk:

Is this person working on ND-ACES under other funding sources? (Yes/No): If yes, what is the source of funding paying for their ND-ACES effort?

Role (i.e. Graduate, Undergraduate, Technical Support, etc.):

If student, expected graduation date: ; and, if graduate student, MS or PhD degree:

Brief description of planned activities for the new individual:

Does the project have funds to support this employee without a rebudget? (Yes/No):

Please attach rebudget request, if applicable.

Is this person eligible to work: a) in the USA? (Yes/No): and b) on NSF grants? (Yes/No):

Is this person a foreign national (Yes/No)? If yes, from which country?:

If this new individual is a foreign national, please make sure you have contacted the Immigration Office and Export Control Office and any other office and have determined the new individual is eligible to work.

Do you expect this person to work more than 160 hours each year (equivalent to 1 month at 40 hrs/week) (Yes/No):

Please indicate months of effort and months of funding this individual is expected to have each year?
(ex: 20 hours/wk over 12 months is 1/2 time, so 6 months-worth of work; 20 hours/wk during academic periods + 40 hours/wk during breaks = ~ 7-8 months)

NOTE: STUDENTS AND POSTDOCS must complete RCR training. If they haven't already completed the training (and any related quizzes), please have them complete it within 5 business days of hiring under ND EPSCoR funding and email the RCR training certificate, or other confirmation of RCR training, to kathleen.wahlberg@ndus.edu

I certify that the information provided above is accurate to the best of my knowledge.

Printed name of Project PI

Signature/Date (Project PI)

Printed name of ND EPSCoR representative

Signature/Date (ND EPSCoR)