Request for Paid Non-Faculty Research Form

*The purpose of this form is to provide position and funding details for requesting for a **Paid Non-Faculty Research** position at WPI.*

1. This form must be completed to initiate the review and approval flow in Workday. Before you begin completing this form, your cost center manager or Office of Sponsored Programs will need to confirm funding for your new position request. You may contact Sponsored Programs Accounting or visit Resources for WPI Researchers site.

2. Instructions to submit this form:
   Create a job requisition in Workday under supervisor's **NFR-JM** supervisory organization and upload the completed form under the Attachments tab to submit through the approval process. If you do not have a NFR-JM org in Workday, please contact talent@wpi.edu. You can find *Create Non-Faculty Research (NFR) Job Requisition* job aid on the WPI Training Portal or contact talent@wpi.edu if you have any questions or need additional assistance.
   Available research positions must have one of the titles listed below to be considered Non-Faculty Researchers at WPI. Minimum starting salary must be $47,500. If any questions on choosing which NFR title, please refer to the NFR title matrix: https://www.wpi.edu/sites/default/files/Non-FacTitleMatrix.pdf or contact Camille Bouchard-Chhoeuk at cmbouchardchhoeu@wpi.edu .

   - Post-Doctoral Fellow
   - Research Associate
   - Research Engineer
   - Research Scientist

3. The Office of Vice Provost for Research will review and approve position requests. If you have any questions while completing this form, please contact Camille Bouchard-Chhoeuk at cmbouchardchhoeu@wpi.edu

SECTION 1: POSITION DETAILS

1. Division:

2. Supervisory Organization (Hiring Manager):

3. Job Posting Title/Business Title:

4. Anticipated Start Date:

5. Targeted end date/Compensation end date *(i.e., funding is only available for a specified period):*

6. Number of Positions to be filled (*if more than 1*):

7. Job Description
A detailed job description including **summary**, **responsibilities** and **requirements** of the position must be entered in the appropriate fields when creating the job requisition in Workday. If you need assistance preparing a job description, click on the Job Description Template Guide.

8. Position Status (*select one of the following*):

Full time

Part time (FTE % _____)

9. Position Budget: $ _____ *(Please indicate salary amount)*

SECTION 2: FUNDING DETAILS

1. Position Funding/Request Reason (*select one of the following*):

Grant Funded (*only for positions fully funded by grant*)	**Please specify the following Grant Details:** Grant Name _____ Grant Number _____ Award Begin Date _____ Award End Date _____ Cost Center Number : _____
Startup Funded (only for positions fully funded by startup funds)	**Specify designee of startup funds:** Cost Center Number _____ Designee Number _____
Gift/Designee Funded	Cost Center Number _____ Gift Number _____ Fund Number _____ Designee Number _____

SECTION 3: ADDITIONAL COMMENTS

Submitted By:	Date Submitted: