

# 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.

## New Hires

Please complete the section below for any new hires. New hires must be approved by ND EPSCoR prior to beginning the search process.

Planned search start date:  Planned hire date:

Justification for hiring an individual that is not currently a student or employee of participating institution:

## Information about individual you are requesting to add:

Name of person to be added:  Employee ID (if available):

Email address:  ND-ACES Supervisor:  Dept #:

Planned start date on project:  Planned end date on project:

Project ID they'll work under (ex: "FAR", "UND"):  Planned allocation %:

Is this person working on ACES with funding from other sources? (Yes/No):

If yes, what is the source of funding that will pay for their effort?

Role (i.e. Graduate, Undergraduate, Faculty, VS/VR, Post-Doc, etc.):

Expected graduation date (if a student):  Academic Advisor Name:

Brief description of planned activities:

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

*Please attach rebudget request, if applicable.*

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

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

*If employee is a foreign national, please attach or forward email confirming eligibility to work from both the Immigration Office and Export Control Office.*

Do you expect this person to work more than 160 hours each year (Yes/No):

Please indicate months of effort  and months of funding  this person is expected to have each year?

**NOTE: STUDENTS AND POSTDOCS must complete RCR training. If they haven't already completed the training/quiz, please have them complete it within 5 business days of hire to ND EPSCoR funding and email RCR training certificate, or other confirmation of RCR training, to [kathleen.wahlberg@ndus.edu](mailto: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)

Approval/Date (ND EPSCoR)

Signature/Date (ND EPSCoR)