

MEMORANDUM

To: Deans, Directors, Department Heads, Principal Investigators, and Research Administrators
From: Betsy Donnelly, Interim Associate Director, Human Resources
Milagros Concepcion, Director, Sponsored Programs Accounting
Date: January 25, 2011
Subject: Process Change for Position Requisition for Incremental FTE Funded with Grants and Contracts

Currently, when an incremental position is funded through a grant or contract, also known as a “soft-funded” position, the principal investigator or his/her administrator completes an Employment Requisition – Incremental (New) Position form. This process creates the position control number which adds the FTE to the University’s workforce and the associated financial commitment is tracked. In most cases, this process also launches the recruitment activities to identify the candidate that will occupy the incremental position.

In recent months, Sponsored Programs Accounting (SPA) and Human Resources have worked together to review the position requisition process and make modifications to better address the special set of circumstances related to incremental FTE funded through grants and contracts. *The position requisition process for incremental FTE funded with University (operating budget, discretionary, gift, endowment) accounts remains unchanged.*

New Process

When an incremental position is funded with a grant or contract, a set of special requirements dictated by the award such as firm start and end dates, requires an expedient process. The new process includes the following changes:

- The new Human Resources Employment Requisition Grant/Contract Funded Incremental (new) Position form is located on the HR Forms web site at: <http://finweb.rit.edu/humanresources/docs/New%20Incremental%20Grant%20Funded%20Requisition%20Document.pdf>.
- The initial process of completing the form and obtaining the department approvals has not changed. The requestor then forwards the completed form to SPA (since all details regarding the funding for the position as approved by the sponsor are contained in the award documents that reside in the SPA office).
- SPA will attach additional information about the award such as project title, start and end dates, sponsoring agency, and if the award has been fully executed to the position requisition form.

- If the award is contingent (i.e. has not been fully executed), SPA will also provide the contingency dollar amount approved, who approved it, and the expected date for the award's execution. This additional information will assist individuals who are reviewing and approving the requisition.
- The number of signatories has been reduced. Now, only those with direct knowledge of the funding details and those with immediate hierarchical responsibility for the requesting department are required to sign/approve the form. Once SPA has completed their review, the SPA representative will forward the form to Human Resources. Once a position control number is assigned, the remaining signatures will be obtained electronically.
- The final approver for an incremental position funded through a grant or contract is the divisional Vice President. For example, in Academic Affairs, the final approver is the Provost and Sr. Vice President for Academic Affairs – Dr. Jeremy Haefner.

These changes are expected to significantly reduce delays in the posting process and should expedite the principal investigator's ability to hire staff to work on grants and contracts. We will continue to monitor this and other processes and make modifications as required to improve effectiveness and efficiency.

If you have questions about this process, please contact your Human Resources Services Manager.

Note: This change only impacts the position requisition process; departments are still required to complete a New Hire Employee Action Form when hiring the candidate that will occupy the "soft-funded" position.