

Personnel Requisition Process for Research Grants and Contracts

Office of Research and Development

- If the funding source is a research grant or contract, a Personnel Requisition (PR) is initiated by the PI through the Department or Center and sent to the Office of Research and Development (ORD).
- After checking the availability of funds and preliminary compliance, ORD sends PR to Human Resources for classification.
- PR with proper classification is sent to Department Chair for approval of creation of a new/updated position.
- PR is sent to Dean for approval for the College/School, and returned to ORD.
- ORD approves PR for final compliance and accounting.
- PR is sent to Budget Office for coding.
- Human Resources posts the position.

