



**Research Personnel
Appointments**

The Office for Research works with the School's Administrative Services Office to appoint personnel on externally funded research projects. To request appointments, Principal Investigators should complete this form as fully as possible and forward to silver.ofr@nyu.edu.

Employee Information

Employee Name: NYU ID Code (If Available):

Employee Title:

Proposed Salary: or Hourly Rate X Hrs/Week X # of Weeks

Project Information

Principal Investigator:

Payroll Category:

Grant Title 1: Chartfield 1 (If Available):

Grant Title 2: Chartfield 2 (If Available):

Grant Title 3: Chartfield 3 (If Available):

Appointment Start Date:

Appointment End Date:

Note: Appointments for part-time employees are typically made for three months and then extended as necessary. Appointments cannot be scheduled beyond the current grant budget period end date.

Students who have previously worked at NYU should log into the [Wasserman Center](#) site and get the "On Campus Student Employee Application," which they will need to bring to SSSW Admin. Services. First time student workers must contact the Wasserman Center via phone or email, check their eligibility and then create an online account to download any required documents. Students cannot work more than 20 hours per week during the fall and spring and no more than 30 hours during the summer.

Project Responsibilities:

The SSSW Office of Administrative Services will authorize full time employees to access NYU Administrative Systems and corresponding tutorials. Please indicate if the employee will need to perform any the following:

- Hiring and Managing Additional Project Personnel Purchasing Project Supplies Shipping via UPS

Additional Documentation

New Hire Requests should be submitted to silver.ofr@nyu.edu and should include all of the following:

- Current CV or Resume
- The OFR Research Personnel Appointments form
- The NYU Appointment review form, also located on the [OFR Grants Post-Award resource page](#).

Upon receiving all items, OFR will contact the new hire with onboarding materials and further instruction.