|  |  |
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|  | FGSR Hiring Authorization Form  (for post doctoral fellows and research Associates only) |

**Complete, Print and Route as follows:**

**Research Supervisor** ► **Associate Vice President, Research**►**Financial Services** ► **Human Resources**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Demographics of Appointee: | | | | | | | | | | | |
| **Section A – Demographic Information:** | | | | | | | | | | |
| Date Submitted: Click here to enter a date. | | | | | Department: Click here to enter text. | | | | | |
| Position Number (required, for existing positions): Click here to enter text. | | | | | E-Mail Address: Click here to enter text. | | | | | |
| First Name:Click or tap here to enter text. | | | | | Last Name:Click or tap here to enter text. | | | | | |
| Address: Click or tap here to enter text. | | | | | Phone Number: Click or tap here to enter text. | | | | | |
| City:Click or tap here to enter text. | | | | Province:Click or tap here to enter text. | | | | | Postal Code:Click or tap here to enter text. | |
| Canadian or Permanent Resident:  Yes  No | | | | | | | | | | |
| Type of Appointment: | | | | | | | | | | |
| [**Section B – Type**](#SectionA) **of Appointment** | | | | | | | | | | |
| Postdoctoral Fellowship  Research Associate  Other (specify) | | | | | | | | | | |
| Full Time (35 hrs/week)  Part Time: Hrs/week and schedule Click or tap here to enter text. | | | | | | | | | | |
| **Research Supervisor’s Name:** Click or tap here to enter text. | | | | | | | | | | |
| **Section C – Compensation and Funding Details** | | | | | | | | | | |
| Salary: Click here to enter text. | | | | | Approximate Charges to Research Grant:  **Salary X 1.18 (an extra 18% charge)**  *This covers employer contributions to EI, CPP, Health+Dental, and other benefits. Actual charge varies from case to case, and year to year, but please budget 18%* | | | | | |
| Contract Start Date: Click here to enter a date. | | | | | Contract End Date: Click here to enter a date. | | | | | |
|  | | | | | | | | | | |
| Budget Code: | Fund (6)  Fund | | Organization (4)  Orgn | | | | Account (5)  Account | Program (4)  Program | | Percentage (%)  % |
| Budget Code: | Fund (6)  Fund | | Organization (4)  Orgn | | | | Account (5)  Account | Program (4)  Program | | Percentage (%)  % |
|  | | | | | | | |  | | |
| **Recommended by:** | | Researcher Name | | | | Researcher Sig. | | Researcher Date | | |
| [Researcher:](#SMG) | | Print | | | | Signature | | Date | | |
| **Authorized by:** | | AVPR Name | | | | AVPR Sig. | | AVPR Date | | |
| [Associate VP, Research**:**](#EMG) | | Print | | | | Signature | | Date | | |
| **Budget Review:** | | Fin Services Name | | | | Fin Services Sig. | | Fin Services Date | | |
| Financial Services | | Print | | | | Signature | | Date | | |