PERSONNEL REQUISITION PROCESS FOR RESEARCH GRANTS
Office of Research

- 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 (OR).

- After checking the availability of funds and the preliminary compliance and accounting, OR sends the PR to Human Resources for classification. Simultaneously, the Departmental Chair and Dean are made aware of the PR.

- PR with proper classification is sent to Budget for coding.

- If the Departmental Chair and Dean make no objection (see flow chart) then the PR is sent to Human Resources for posting.