# OFFICE OF SPONSORED RESEARCH

# GEF (Grant Employment Form)

**Date**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**: |  | **TCU ID#**: |  |

**Will be employed under a grant/contract in the capacity indicated below**:

Principal Investigator  Research Assistant

Project Director  Administrative Assistant

Research Scientist  Other

Research Associate

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Beginning Date: |  | Ending Date: |  | Total Pay Periods: |  |

|  |  |
| --- | --- |
| **Base Salary**: |  |
|  |  |
| **The amount of time employee will devote to this project during this period is**: |  |
| (percent of time, hours to be reported, etc.) |  |
|  |  |
| **Total amount committed**: |  |

*is*  *is not* in addition to the employee’s salary

9 months/12 payments  12 months/12 payments  12 months/26 payments

|  |  |
| --- | --- |
| **Rate of Pay**: |  |

Monthly  Biweekly  Hourly

The grant/contract  *will*  *will not* pay retirement benefits

The employee  *is*  *is not* a student

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Office Use Only: | | |  | TCU | | | | |
| Account |  | Department |  |  |
|  | | |  |  |  |  |  |  |
| OSR |  |  |  |  | Fund |  |  |  |
|  | | |  |  |  |  |  |  |
| ORA |  |  |  |  |  | Project |  |  |
|  | | |  |  |  |  |  |  |
| Payroll |  |  |  |  |  |  |  |  |
|  | | |  |  | Signature | |  |  |

Approved by:

Associate Provost