

# CONFIDENTIAL



**NOTICE OF HIRE**  
**RESEARCH GRANT EMPLOYEE**  
 NON-STUDENT / Non TRAC Union/ Non CARE Union

**SECTION 1 – EMPLOYEE INFORMATION**

Employee I.D.					
Family Name					
Given Names					
Address	STREET	APT.	CITY	PROVINCE	POSTAL CODE
Res Telephone #		Internal Office Address		Office Ext.	
Citizenship <b>(Mandatory)</b>	Copy already on file at Human Resources				
	Canadian Citizenship				
	Permanent Resident Visa (attach copy)				
	Employment Authorization (attach copy) - Expiry Date (yyyy/mm/dd)				

**SECTION 2 – PERIOD OF EMPLOYMENT & SALARY INFORMATION**

(Benefit, deduction & vacation costs will be applied above the salary indicated)

Date of Hire (yyyy/mm/dd)	Total Period of Employment	_____	Month(s)	_____	Year(s)
Date of Termination (yyyy/mm/dd)	Hours per week <b>(MANDATORY)</b>				
Select <b>ONE</b> choice only	Salary for Period \$ _____	<b>OR</b>	Annual Salary \$ _____ / year		

**SECTION 3 – POSITION INFORMATION AND ACCOUNT CODE**

	<b>less than 12 Months</b>		<b>more than or equal to 12 Months</b>	
Position Title	<b>VACATION PAY</b>			
Research Office Support      503320	Paid Every Pay Period	Time Taken or Paid Upon Termination		
Research Manager                  503350				
Postdoctoral Fellow                503400	Time Taken			
Postdoctoral Fellow Foreign      503410				

Project Name			
Department			
Faculty	Gina Cody School of Engineering and Computer Sciences	Arts & Science	OVPRGS
	John Molson School of Business	Fine Arts	

Fund #	Distribution (% or Amt)	Grantee's Name	Grantee's Signature*	Date (yyyy/mm/dd)

**Employee's Signature**

**Employee's Email Address**

**CONTACT FOR ADMINISTRATIVE PURPOSES**

<b>Full Name (please print)</b>	<b>Email or Phone Ext.</b>	
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§ "I acknowledge that Tri-Agency grants cannot be used to pay compensation to grant recipients or those who conduct research independently as part of the terms and conditions of their employment nor those expected to work on the funded research free of charge as a collaboration as per the funding opportunity. Exception: Postdoctoral fellows may receive reasonable compensation for time spent working on grant recipients' funded research/activities.

- Please forward:**
- a copy to Manager.FIS@concordia.ca
  - a copy to the AD Research office for your Faculty
  - a copy for your files