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Main duties of job (please complete this box even if this is unpaid appointment):

Other training required:

Experience and skills required to complete the job duties:

Provincial/Federal certification, licensing or registration requirements for the job:

Wage and Benefits:

Type of Wage:

Hourly Hourly Wage: \$ _____ Salaried Annual Salary: \$ _____

Total Annual Salary Cost¹: \$ _____

Any Overtime Pay: Yes No If Yes, Rate: _____

Starts after how many Hours: _____

Hours of work:

Per Day: _____ **Per Week:** _____ **Per Month:** _____

¹ Legislated benefits are 10.46%, and vacation is 4% [or 6% if greater than 5 years' of University service]. The Annual Salary is the cost before vacation and legislative benefits. Please account for these mandatory expenses in your Total Annual Salary Cost. **Use Excel file: 'Research Personnel Salary Calculation Template' to aid in salary budget calculation.**

Alternative Compensation Scheme (if applicable):

Benefits Offered? Details:

Emergency Contact Information:

Emergency Contact Name:	
Emergency Contact Address:	
Emergency Contact Telephone #:	

Academic Nature of Appointment:

Please outline the proposed academic nature of the appointment, including details of fellowship, research assistantship, and/or part-time teaching positions:

Confirmation of space allocation:

Office space is secured.²

Office space is not required.

² Supervisors should contact the Dean's Office/Science Facilities if they need assistance securing office space for this appointment.

Proposed Plan of Research:

Attachments (attachments must be submitted with the application)

Letter of Support signed by Department/Program Chair

Curriculum Vitae

Informed Consent Waiver (unpaid positions only)

Signatures

Visiting Scholar

Date

Supervisor(s)

Date

Approval

Vice-President, Research and Innovation
or Authorized Representative

Date
