

Provisional Position Request

Faculty Name: _____

Please complete this questionnaire to support your request for a provisional position. The completed questionnaire must be included as part of your request packet to ADHE. Separate request packets are required for each position type or for requests for positions in support of different grants, contracts, or programs. You may use the same request packet if you are requesting multiple positions of the same type for the same grant, contract, or program.

Student Name (if you know who'll be in this position): _____

1. **Please provide your justification for the position(s).** (What will this position be doing/type of work)

2. **Please provide a description of the Grant/Contract/Program that the position(s) will be supporting. Please include the grant number** (example: GR0123456)

3. **How many 12-month provisional positions are you requesting from this grant?**

4. **Please choose the type of position for this request:**

Please list the salary or salary range for this position:

5. **Please choose the department of program to which the position(s) will be assigned.**

6. **Provide the source(s) of funding (Grant #) for the position(s) and the % of funding coming from each source: Federal Grant, State Grant, Gift, Collection, University Funds, or Other.** Example: (GR0123456 - 100%)

7. **Please state the total funding from each source.** (Total awarded amount of the grant)

8. **Please state the position funding Start Date (mm/dd/yyyy):**
(Date the grant began)

9. **Please state the position funding End Date (mm/dd/yyyy):**
(Date the grant ends)