Research Faculty/Staff Hiring and On Boarding Checklist

OFFICE OF RESEARCH AND INNOVATION REQUIRED ACTIONS

- ☐ Work with Office of Research and Innovation at ORI@une.edu for JD of tenure track research faculty positions.
- ☐ Schedule interview with Office of Research and Innovation at ORI@une.edu for short listed tenure track research faculty candidates.
- ☐ Be sure offer letter should be sent to ORI@une.edu for input and approval on research related matters such as start-up funding.

OFFICE OF SPONSORED PROGRAMS REQUIRED ACTIONS

- ☐ Contact Office of Sponsored Programs OSP@une.edu for the topics listed below 60 days prior to the new faculty start day.
  - Grants/Contracts transfer
  - Equipment transfer
  - IP transfer:
  - Tech transfer:
  - Data Management and Security

OFFICE OF RESEARCH INTEGRITY & COMPLIANCE REQUIRED ACTIONS

- ☐ If research data will require transfer from previous institution, contact IRB@une.edu
- ☐ If research data will require transfer from previous institution, contact IACUC@une.edu
- ☐ If research data will require transfer from previous institution, contact IBC@une.edu

HUMAN RESOURCES REQUIRED ACTIONS

- ☐ Confirm with HR@une.edu that the signed offer letter has been received. Executed offer letter copy to ORI@une.edu for files.
- ☐ Work with HR on non-research related onboarding (peopleadmin) HR@une.edu
- ☐ Conduct annual New Research Faculty and Professional Staff onboarding before new academic year!

SPACE / FACILITIES /EQUIPMENT REQUIRED ACTIONS

- ☐ Please submit research space and/or office space request to http://spacerequest.une.edu/ at least 90 days prior to the faculty/professional staff member's start.
- ☐ Consult ORI@une.edu regarding research instrument purchases, research staff recruitment, and laboratory training required for mandatory research space access.
- ☐ Contact EHS@une.edu shipping/transport of chemical, biological, or radioactive materials from prior institution.

UNE Office of Research and Innovation