UNT | OFFICE OF THE PROVOST & DIVISION OF ACADEMIC AFFAIRS

Research Staff Offer Approval Form

Request to hire from a completed recruitment

Candidate & Position Information

Candidate Name:		Date:	
Job Posting Number:		Prepared By:	
Position Number:		Offered Rank:	
College / Division:		Anticipated Start Start Date:	
Department:		Anticipated End Date:	
Previous/Current UNT Employee or Student? List ID if known.			

Funding:

Expense	Amount
Salary	
Any additional funding commitments:	
Moving (1)	
Total Requested Commitments	$ 0.00

Space & Facility Needs:

Space Type	Assigned	Building Name	Room #
Office Space			
Wet Lab			
Dry Lab			

$1,000 Moving Allowance:
The moving allowance must be requested and approved before an offer letter is sent to the candidate.

To be eligible:
- The candidate must currently live outside the Dallas–Fort Worth Metroplex.
- The expense must be covered by available department or college funding.
- If grant funds will be used, the moving allowance must be an allowable expense under the funding source.

Please note: The moving allowance is considered taxable income. Applicable federal income tax, Social Security, and Medicare taxes will be deducted from the payment.

Please Provide Any Additional Comments Related to Funding or Justification for Proposed Salary Outside Set Salary Range:

Approval Routing

Approver	Amount Approved	Signature / Date
Department Chair / School Director		
Dean / Executive Dean (if applicable)		
College Academic Financial Officer		
Academic Resources		

Office Use Only — Academic Resources

Moving Allowance Approved:	