

HBKU- Sponsored Research Office

(SRO-C-001)

## For New Hires-Internal Hiring Request for Sponsored Research Projects

### Part A (to be completed by Project LPI)

#### Project Information

Project Number	Project LPI/PD	Home Entity

#### Candidate Details

Candidate Name	
Point of Hire (local/Overseas)	
Social Status	
Highest Degree received	
Sponsor Name (if Valid RP in Qatar exists)	
*Previous Employer	

\*if the previous employer is QF/HBKU, please provide a confirmation email from employee relation to release all the benefits and end of service before sharing this form with SRO.

#### Justification for this request

#### Position Information

Position (as in the research plan)	
Job Description matches CV	Yes No (If No, please identify another candidate)
Contract Type	
Requested contract duration	
Possibility to extension/Renewal	Yes No
Estimated start date	At least after 2 months of the requesting date

I confirm that:

1. The selection of this candidate is based on approved policies and procedures
2. I have no conflict of interest related to this hiring request
3. This hiring request is part of the approved research plan of the Project

LPI/PD Signature and Date

### To be completed by LPI Department Executive Director/Dean/Equivalent

☐ This request is approved pending budget availability

Name & Title

Signature & Date