Wichita State University -- Completion of the OHR 323/Research Summer Appointment

The OHR 323/Research Summer Appointment is used to appoint a 9 or 10 month academic to a position that is partially or totally grant funded, contract funded, or research. Hiring organization should complete and submit rough draft to the Research Administration Office, Box #7 or complete draft and e-mail to Linda.Hager@wichita.edu (e-mail communication is preferred).

Complete the OHR 320/Research Appointment for a regular research appointment.

1. Complete the prepared by information with your name, campus phone number and the date the paperwork is typed and the name of the project director.
2. Place an X in the box to indicate whether the appointment is an original authorization or a change. If it’s a change, note date of the original authorization.
3. The appointment information must include the full name of the employee, myWSU ID#, title, organization name, effective dates, campus box number and extension. Complete salary information from employee’s current contract year.
4. Enter organization number in the headings of each column as needed to indicate pay per position and indicate corresponding work and pay dates for total pay.
5. The Office of Research Administration will enter funding sources, verify information, sign and date the form. The Office of Research Administration should make and retain one copy of the OHR 323 and forward the original to the appropriate Dean who will make and retain one copy and send the original back to ORA, campus box #7. Research will forward to the University Budget Office, campus box #47. If the organization is in the division of Academic Affairs and Research, the OHR 323 will be forwarded by the Office of Research Administration with the supporting documentation to the Office of the Provost, campus box #13, attention Dr. Martha Shawver.
6. The University Budget Office will process and forward the form to the appropriate president/vice president for review. The form will then be returned to the University Budget Office for distribution as noted on the bottom of the form.