

# ROLES & RESPONSIBILITIES

## *for New POI - Research eForms*

### 1. Requestor (Dept Admin)

Enter accurate information and submit the eForm on time.

**CRITICAL FIELDS:**

CBC, Contract Amount, FTE,  
Funding Source, Hire Reason,  
Hours

### 2. Department Manager

Validate and approve all eForm content.

**CRITICAL FIELDS:**

Compensation, End Date,  
Funding Availability, Hire Reason,  
Pay Rate & Frequency

### 3. Research Integrity

Conduct security check and register them with EHNS.

**CRITICAL FIELDS:**

CBC

### 4. Employee Services

Validate and approve all eForm content.

**CRITICAL FIELDS:**

Compensation, Benefits, POI  
Form