

INSTRUCTIONS FOR FOLLOWING THE FORM 5G PROCESS TO HIRE
TEMPORARY RESEARCH AND OTHER GRANT-SUPPORTED STAFF MEMBERS
AND POST-DOCTORAL TRAINEES

1. Do you wish to hire: a) a research staff member or other project-specific staff member or b) a post-doctoral trainee? Responsible individual: Principal Investigator
2. Does the position fill a defined role/function on a specific project that has a defined duration, even if it is anticipated that the project might continue with periodic renewals and additional funding? Responsible individual: Principal Investigator
 - 2.1. Yes: Proceed to step 3.
 - 2.2. No: Initiate hiring process through standard HR process.
 - 2.3. Explanation: The Form 5G process should not be used for general, ongoing staff support, such as a staff member who oversees a shared research facility or service area.
3. Are funds from extramural grants or other discretionary sources available to support the staff position? Responsible individuals: Principal Investigator and grant administrator or business officer
 - 3.1. Yes: Proceed to step 5.
 - 3.2. No: Proceed to step 4 if you wish to continue to consider the Form 5G process.
 - 3.3. Explanation: The Form 5G process generally may not be used for hiring personnel on Education and General funds appropriated to Texas A&M University System Health Science Center (i.e., “hard money” lines). An exception to this rule may be approved on a case-by-case basis by the VPRGS (see 4.3).
4. Do you propose to employ the Form 5G process with the use of funds other than extramural grant funds? Responsible individuals: Principal Investigator, department chair/head, dean or designee
 - 4.1. Yes: Submit a memorandum to the VPRGS requesting an exemption to the rule that only grant funds (i.e., “soft money”) may be used with the Form 5G process.
 - 4.2. Explanation: Permission to use State funds for support of a staff position using the Form 5G process must be obtained prior to making an offer to a proposed candidate. Each of the following criteria must be met for approval as an exception to the regular Form 5G process:
 - 4.2.1. the funds must come from a departmental/school discretionary account or be made available from recovery of salary from a grant to the faculty supervisor;
 - 4.2.2. the staff member must be assigned to a specific project or research program; and

- 4.2.3. the position must have a defined period of time, typically of no more than 1-2 years, after which it is expected to be supported by extramural funds.

An example of where this might occur is with allocation of start-up funds for new faculty for a defined time period in order to support seed research.

5. How do I complete the selection process?

- 5.1. Post the position for a minimum of 5 days, as per System requirements. The position may be advertised in external media, but this is not a requirement of the Form 5G process.

- 5.1.1. Note: Post-Doctoral Research Associates and the Research Scientist track are exempt from this requirement.

- 5.2. Select candidate.

- 5.3. Send completed Form 5G and curriculum vitae to VPRGS for approval to hire. Be certain to indicate appropriate grant account number(s) and, if appropriate, attach copy of the memorandum requesting an exception (see 4.3).

- 5.4. The approved Form 5G will be returned to the Principal Investigator.

- 5.5. Explanation: With “soft money” research and other grant-supported positions, it is often the case that existing, specialized technicians are available and identified without a lengthy process of advertising. Similarly, post-doctoral trainees and research scientists are typically highly specialized and identified even before the position was created. The Form 5G process facilitates hiring those individuals on grant funds in a timely fashion without the completion of a job analysis, creation of a new permanent line, and extensive interviewing of potential candidates.

6. How do I hire the staff member?

- 6.1. Prepare letter of offer to the candidate indicating the terms of the appointment. Letters of offer should include language that clarifies the time period of the position and the fact that it is contingent upon available funding.

- 6.2. Prepare Form 500 and other documents necessary for hiring.

- 6.3. Complete standard orientation process for new employees.

- 6.4. Explanation: Once it has been determined that the use of the Form 5G is appropriate and the candidate has been identified, the remainder of the hiring process is exactly the same as with all new employees.