

## Fall 2020 Hiring Freeze Exemption Requests

July 23, 2020

Dear Faculty and Staff,

To help you prepare for Fall semester, we want to remind you of the steps for submitting requests for exemptions to the hiring freeze for internally and externally funded undergraduate, graduate, post doc, and technical/lab staff positions.

### Internally Funded Undergraduate and Graduate Student Positions - Fall 2020

You must request an exception utilizing the [InfoReady](#) system (which requires you to use your Lehigh log in):

- Enter the required information for each individual including funding source (which should be a description not a banner number); or
- Units with 10 or more applications can upload a spreadsheet (available under "Competition Files" in the [InfoReady](#) form)

### Externally Funded Positions - Fall 2020

**NEW HIRE:** To hire a graduate student, research scientist, PostDoc, or Staff position including Undergraduates paid hourly:

- Requests **must** be sent to your Contract and Grant Specialist
- External funds must be on an existing award and the position budgeted
- Exception request should include:
  - the name of the person(s)
  - Position Description
  - approximate duration of the appointment
  - total funded (budgeted) amount
  - funding source (research index)
- Exception request **must** include certification from the PI:
  - that the role can be carried out 100% remotely; or
  - confirming that the lab is ready and approved to reopen by the Dean's office, and the resource has completed or is set to take the Covid-19 training online before re-entering the lab, ensuring lab work will be done according to Covid-19 guidelines; or
  - that a combination of remote and approved lab work following the above guidelines will be used
- Requests can be combined for all individuals paid from a single research index

**REAPPOINTMENT, EXTENSION or moving individuals from project to project:** Submit your payroll paperwork to ORSP using the standard process.

- Supporting documentation **must** include certification from the PI:
  - that the role can be carried out 100% remotely; or
  - confirming that the lab is ready and approved to reopen by the Dean's office, and the resource has completed or is set to take the Covid-19 training online before re-entering the lab, ensuring lab work will be done according to Covid-19 guidelines; or
  - that a combination of remote and approved lab work following the above guidelines will be used
- Requests can be combined for all individuals paid from a single external grant

**PRINCIPAL INVESTIGATORS** are **not** required to certify themselves and should follow the standard process for adding themselves to their research projects for the summer.

You can find additional guidance for externally funded positions on our website [here](#).

If you have any questions regarding any of these steps, please don't hesitate to reach out to [Beth Dolan](#) for internally funded positions or your [Contract and Grant Specialist](#) for externally funded positions **BEFORE** you submit your paperwork.

We understand that these are extra steps during an already stressful time and appreciate your patience.

Thank you,  
*Beth Dolan*  
*Cynthia Kane*  
*Kate Bullard*  
*Jennifer Jensen*  
*Ann Denker*