

## Personnel Worksheet

This worksheet should be completed and returned to your assigned OSP Research Administrator (RA) who will use this information to complete the personnel section of an OSP budget template. The OSP RA will then provide you with the OSP budget template so that you may complete the remaining budget categories.

### INSTRUCTIONS:

All personnel must be listed in one of the following categories in order to be included in the proposal budget:

- **SENIOR/KEY PERSONNEL**

Enter the name, project role, and % effort for *Senior/Key Personnel* you would like to include in the proposal budget. Actual salary and fringe amounts will be provided by OSP.

- **OTHER PERSONNEL – CURRENTLY EMPLOYED AT TTUHSC EL PASO**

Enter the name, position title, % effort, and position type for *Other Personnel* currently employed at Texas Tech University Health Sciences Center at El Paso (TTUHSC EP) you would like included in the proposal budget. ***Actual salary and fringe amounts will be provided by OSP.***

- **OTHER PERSONNEL – TO BE DETERMINED (TBD)**

Enter the position title, % effort, estimated salary, and position type for all *TBD Personnel* included in the proposal budget. Salaries are subject to applicable institutional policies and procedures. **It is the PI's responsibility to work with their department and Human Resources to determine an estimated salary for TBD Personnel.** ***Estimated fringe amounts will be provided by OSP.***

### Other Notes:

- If changes to personnel effort amounts are needed throughout the budget completion and review process, your RA will provide you with the revised salary and fringe.
- For multiple year budgets, a 2% salary increase will automatically be included each year, beginning in year 2, to cover merit increases when approved by the Board of Regents of the Texas Tech University System.
- A subaward will be required in order to include paid effort for personnel at other institutions.

**ANSWER REQUIRED**

**If funded, will your project require additional resources that will not be included in the proposal budget? (Check all that apply)**

**Personnel:** If yes, check box and provide brief description below.

**Space (Lab, office, etc.):** If yes, check box and provide brief description below.

**Equipment:** If yes, check box and provide brief description below.

***Please note:** It is the responsibility of the PI and the PI's department to familiarize themselves and adhere to institutional policies and procedures related to requesting and receiving additional resources.*

**No, if funded, my project will not require additional resources that will not be included in the proposal budget.**

Additionally, if in the future my project will require additional resources that were not included in the proposal budget, I am aware it is my responsibility to communicate this information to and coordinate with my department and department chair.

**ONLY PERSONNEL THAT ARE CURRENTLY OR WILL BE EMPLOYED BY TTUHSC EP SHOULD BE INCLUDED IN THIS WORKSHEET**

**SENIOR/KEY PERSONNEL** (please attach a separate sheet if additional space is needed)

<b>1.</b>	_____	_____	_____
	Last Name/First Name	Role (e.g. PD/PI, Co-Investigator, Collaborator)	% Effort (e.g. 30%)
<b>2.</b>	_____	_____	_____
	Last Name/First Name	Role (e.g. PD/PI, Co-Investigator, Collaborator)	% Effort (e.g. 30%)
<b>3.</b>	_____	_____	_____
	Last Name/First Name	Role (e.g. PD/PI, Co-Investigator, Collaborator)	% Effort (e.g. 30%)
<b>4.</b>	_____	_____	_____
	Last Name/First Name	Role (e.g. PD/PI, Co-Investigator, Collaborator)	% Effort (e.g. 30%)
<b>5.</b>	_____	_____	_____
	Last Name/First Name	Role (e.g. PD/PI, Co-Investigator, Collaborator)	% Effort (e.g. 30%)

**OTHER PERSONNEL - CURRENTLY EMPLOYED AT TTUHSC EP** (please attach a separate sheet if additional space is needed)

<b>1.</b>	_____	_____	_____	<input type="checkbox"/> Post Doc <input type="checkbox"/> GR student <input type="checkbox"/> UG student <input type="checkbox"/> Tech/Prof Staff <input type="checkbox"/> Admin/Clerical Staff
	Last Name/First Name	Position Title	% Effort (e.g. 30%)	Position type (select one)
<b>2.</b>	_____	_____	_____	<input type="checkbox"/> Post Doc <input type="checkbox"/> GR student <input type="checkbox"/> UG student <input type="checkbox"/> Tech/Prof Staff <input type="checkbox"/> Admin/Clerical Staff
	Last Name/First Name	Position Title	% Effort (e.g. 30%)	Position type (select one)
<b>3.</b>	_____	_____	_____	<input type="checkbox"/> Post Doc <input type="checkbox"/> GR student <input type="checkbox"/> UG student <input type="checkbox"/> Tech/Prof Staff <input type="checkbox"/> Admin/Clerical Staff
	Last Name/First Name	Position Title	% Effort (e.g. 30%)	Position type (select one)
<b>4.</b>	_____	_____	_____	<input type="checkbox"/> Post Doc <input type="checkbox"/> GR student <input type="checkbox"/> UG student <input type="checkbox"/> Tech/Prof Staff <input type="checkbox"/> Admin/Clerical Staff
	Last Name/First Name	Position Title	% Effort (e.g. 30%)	Position type (select one)
<b>5.</b>	_____	_____	_____	<input type="checkbox"/> Post Doc <input type="checkbox"/> GR student <input type="checkbox"/> UG student <input type="checkbox"/> Tech/Prof Staff <input type="checkbox"/> Admin/Clerical Staff
	Last Name/First Name	Position Title	% Effort (e.g. 30%)	Position type (select one)

**OTHER PERSONNEL – TBD** (please attach a separate sheet if additional space is needed)

<b>1.</b> _____ Position Title	_____ % Effort (e.g. 30%)	_____ Starting Annual Salary	<input type="checkbox"/> Post Doc <input type="checkbox"/> GR student <input type="checkbox"/> UG student <input type="checkbox"/> Tech/Prof Staff <input type="checkbox"/> Admin/Clerical Staff Position type (select one)
<b>2.</b> _____ Position Title	_____ % Effort (e.g. 30%)	_____ Starting Annual Salary	<input type="checkbox"/> Post Doc <input type="checkbox"/> GR student <input type="checkbox"/> UG student <input type="checkbox"/> Tech/Prof Staff <input type="checkbox"/> Admin/Clerical Staff Position type (select one)
<b>3.</b> _____ Position Title	_____ % Effort (e.g. 30%)	_____ Starting Annual Salary	<input type="checkbox"/> Post Doc <input type="checkbox"/> GR student <input type="checkbox"/> UG student <input type="checkbox"/> Tech/Prof Staff <input type="checkbox"/> Admin/Clerical Staff Position type (select one)
<b>4.</b> _____ Position Title	_____ % Effort (e.g. 30%)	_____ Starting Annual Salary	<input type="checkbox"/> Post Doc <input type="checkbox"/> GR student <input type="checkbox"/> UG student <input type="checkbox"/> Tech/Prof Staff <input type="checkbox"/> Admin/Clerical Staff Position type (select one)