

NNRC Niedfelt Nursing Research Center

November 2019 Quarterly Newsletter

Tips for Hiring Personnel to Work on Your Research Study

Hiring Personnel can take time – start ASAP!

Contact Debbie Bergman, NNRC Administrator, for HR assistance

- ✓ Prepare position descriptions – NNRC will assist you!
- ✓ The position description is approved by Compensation before it is submitted for the Chancellor's approval. Total time for position description approval can be two to three weeks.
- ✓ Regarding the process of approval for positions, this can take time and note a background check is required.
- ✓ A job posting requirement is that all positions classified as "regular" full-time and part-time must be posted for a minimum of seven calendar days after the position is posted.
- ✓ The **CON Temporary Staff Appointment form** is updated as of 11/13/19: **Update #1. Temporary** employees may be hired by a department to fill in for regular employees' absences and/or to handle seasonal volumes and workloads. Temporary employees work for **0.26 FTE** or above for up to **two years**. **Update #2. Casual/On-Call** employees may be hired on peak activities or as needed based on program or operational needs. Casual/On call employees may be appointed for a maximum of **0.25 FTE** and are excluded from the two-year time line.
- ✓ Complete and sign the **Request for a Temporary Staff Appointment form** when hiring temporary or casual/on call staff. Submit the form to NNRC Administrator for signatures and processing in PeopleAdmin.

Contact Debbie Bergman to request the updated **Temporary Staff Appointment** form mentioned above and approved by Lisa Muschall.

If you missed attending the seminar, click on the link to watch the video <https://echo360.org/media/a19eaf97-131c-4d4f-8d49-0f5d69d17a7b/public>

November 2019 Topics

- Hiring tips and updates
- 50th anniversary logo
- Scholarly opportunities

SAVE THE DATES!

Do you want to learn how to create a grant budget and budget justification?

Tue. Dec. 3 & Fri. Dec. 6 | 11 a.m.

- » CNS Rm 40118
- » Or by Zoom <https://unmc.zoom.us/j/822670873>

Budgets & Budget Justification
By Dr. Ann Berger (lead) & Lauren Lesiak (co-lead)

Do you have questions about the IRB process?

Thur. Dec. 12 | 12 p.m.

- » Omaha: CNS Rm 40118
- » Lincoln: Rm 332
- » Kearney: HSEC Rm 106
- » Norfolk: Rm 189
- » Scottsbluff: Rm B130D
- » Or by Zoom: <https://unmc.zoom.us/j/983510161>

The IRB Office will be presenting and answering questions about all things IRB for your research. We have some of the best experts on UNMC campus who can help you with these issues.

Presented by a panel of IRB Administrators

Hosted by the Nursing Research Committee and NNRC

NNRC Contacts

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Reminder to add the 50th Anniversary – Research and Graduate Education logo to email, letters, flyers and agendas.

Questions? Contact Matt Fitzgerald at matthew.fitzgerald@unmc.edu