Please complete the form below and send to [ERA@asu.edu](mailto:ERA@asu.edu).

Please allow 24 hours to process the request.

|  |  |
| --- | --- |
| Full Name |  |
| Employee ID number *and* ASURITE ID |  |
| Employee Title |  |
| Unit ID AND Unit Name |  |
| Non-Employee Type (select one) |  |
| Pre-hire\* |  |
| Other\* |  |
| Student |  |
| Emeritus |  |
| Adjunct |  |
|  |  |
| For Pre-Hires: |  |
| Enter their ERE Type\*: |  |
| Enter their Salary and Appointment type\*: |  |

\*Pre-hires must have an active ASU Courtesy Affiliation starting with POI. You can verify the individual has a courtesy affiliation by looking up the individual in Outlook. Right click on their name, select Properties, then select the Phones/Notes tab. If “Hire” is in the notes section after their title, the individual has an active affiliation. A pre-hire can be a sponsor PI if [eligible](https://researchadmin.asu.edu/pi-eligibility), receive allocations and be included in the budget.

\*Others must have an active ASU Affiliation and can be a sponsor PI if [eligible](https://researchadmin.asu.edu/pi-eligibility). Individuals with a Non-Employee Type of Other cannot receive allocations or be budgeted on the proposal. Adjunct faculty, visiting faculty and consultants are examples of Others.

\*ERE types are: Faculty, Staff, Postdoctoral Associate, RA/TA, Student and Non-Benefits.

\* Appointment types are: Calendar and Academic