



NEW HIRE FORMS CHECKLIST & INSTRUCTIONS

Please review the Research Policies found on the University Policies web page:

<https://udayton.edu/policies/research/index.php>

Please complete all forms as directed below and bring them on your first day of work to the Office of Human Resources.

- ☐ Review the Conflict of Interest & Commitment Policy for Sponsored Research Programs <https://udayton.edu/policies/research/conflict-of-interest-commitment-policypage1.php> and complete the **Conflict of Interest & Commitment Disclosure Form** and return it to HR.
- ☐ **Office of Procurement Policy Act**
Please sign when an HR representative can witness
- ☐ **UDRI Computer Usage Policy**
Please review the policy, sign the last page and return the signed page to HR.
- ☐ **Intellectual Property Rights Agreement**
Please sign when an HR representative can witness
- ☐ **Employment Agreement**
Please sign when an HR representative can witness

For questions, please contact the Office of Human Resources at (937) 229.2541 or your hiring manager.