



Illinois SBDC Personnel Form

Provide the following information for each proposed staffing position in the budget document. Please note that any member listed as SBDC staff and reported on the budget above the level of Center Director is limited to no more than 5% budget allocation (justification and approval are required for each of these positions). Ensure information is consistent between both documents.

Position Title:	
Name of the occupant in the position:	
Is the occupant of the position an employee of the applicant or a 3rd party contributor? If an employee of the applicant, indicate if main or satellite office.	
Provide the physical location of the position (include complete address).	
Indicate whether the position is currently "filled" or is "vacant".	
If currently vacant, indicate the date the position was last occupied. If the position has never been occupied, indicate "never been occupied".	
Provide the title of the immediate supervisor of the position.	
If applicable, is the position located on or off campus?	
Show the number of hours per week that this position works per week.	
As a percentage of the total hours worked per week, show the percentage of time working on the SBDC program.	
Does this position also work for other SBDCs and if so, which ones?	
For positions working less than 100% of the time on the SBDC, identify the other program(s) within the applicant's organization that the position contributes to.	
For positions working less than 100% on the SBDC, provide a full description of duties and responsibilities and a description of how the position will contribute to the mission of the SBDC.	