APPROVAL FORM FOR RESEARCH FUNDED POST

POST PROPOSAL FORM (PF4)

**(To be completed by the Principal Investigator)**

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| **SECTION 1: JOB DATA**  **Name of Appointee:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Staff No**:\_\_\_\_\_\_\_\_\_\_\_\_\_**Reports To:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Academic Mentor/Nominee**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **For positions longer than 1 year in duration.**  **Job Title: Research Assistant**🞏 **Postdoc**🞏 **Senior Postdoc**🞏 **Research Fellow**🞏 **Senior Research Fellow**🞏    **Other: (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Project Title :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Research Institute/Centre/Unit/ Dept:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **School/College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Funding Agency :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SECTION 2: POST-DOCTORATE AND SENIOR POST-DOCTORATE POSITIONS**  In recommending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for appointment I undertake to ensure that a Training & Development plan  is put in place within the required timescale and that the University Policy and Career Structure for Researchers will be implemented.  Signature of PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SECTION 3: PAYROLL & BUDGET DATA**  **Start Date :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Date :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contract Duration :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***\*HR must be notified at least 4 weeks in advance of any start date***  **\***[**IUA Scale**](http://www.ucc.ie/en/hr/salaryscales/Researcher-Scales-May-2011-revised.xls)**: Yes**🞏**\_\_\_\_\_No**🞏**\_\_\_\_\_\_\_\_\_\_\_\_\_If yes -IUA point on scale\_\_\_\_\_\_\_\_\_\_\_ Employee Salary : € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.a**  **Personal Rate: Yes**🞏\_\_\_**\_\_\_No**🞏\_\_\_\_\_ **Employee Salary : € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.a**  ***(Please ensure salary is exclusive of cost of employer’s PRSI & employer’s pension contribution).***  **Is Employer’s Pension funded at 8.5%**🞏  **or 20%**🞏 **Hours Per Week :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Fund source is Exchequer** 🞎 **or Non-Exchequer** 🞎  **Sub Category:** REAC🞏 READ🞏 RETE🞏  **Full-time**🞏 **/ part-time**🞏 **If part-time, state hours: \_\_\_\_\_\_\_\_\_\_ FTE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(e.g. 1 for full-time; 0.5 for half-time)***  **Agresso Cost Centre (4 digit code)**   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  |  |  |  |   **Agresso Project Code**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Work Permit**: Is a work permit required? Yes □ No □  Will the post-holder require Garda Vetting Yes🞎 No🞎  *(This requirement applies to anyone who will have*  *unsupervised access to children and/or vulnerable*  *adults in the course of their employment)* |
| **SECTION 3: APPROVALS**  **Principal Investigator or Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **AND**  **Head of School or Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **OR**  **Head of College or Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Sign off by Head of School or Head of College implies approval for the filling of this post and that it is in compliance with University Policy on the Employment and Career Management Structure for Research Staff. Checking on the availability of funding will be confirmed separately by the Finance Office, Research Section**  **For Office Use Only:**  **Human Resources : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Research Accounts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |