

**HR/37 Proposal for Contribution Increment(s) for Research staff**

**Part 1: To be completed by applicant**

(Please note there is no need to complete Part 1 if a line manager is putting forward the member of staff for consideration.)

Contribution increments are awarded to recognise outstandingly good work achieved by the member of staff in comparison with others of the same grade, for which some additional recompense is appropriate; or on the basis of the need to retain the specialist skills possessed by a particular member of staff who would otherwise be likely to seek a more highly paid appointment elsewhere where a recruitment incentive payment cannot be awarded.

If you wish to be considered please complete Part 1 of this form, setting out the reasons for your application and providing evidence of your personal contribution, commitment and exercise of initiative, over and above the level expected of a person performing competently at your grade, in support of the objectives of your Division or Institution. Please submit your completed application to your manager for consideration.

**I wish to be considered for (please tick):** One Contribution Increment [ ]

Two Contribution Increments [ ]

Three Contribution Increments [ ]

**I confirm that I meet the eligibility criteria set out below:** [ ]

* I am an un-established research member of staff
* Receiving the above increment(s) will not take me above the maximum contribution point for my grade
* Including the increment(s) above, I will not have received more than 3 contribution increments in a 12 month period

**Please set out in full below the reasons for your application**

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| --- | --- |
| Signature (applicant) |   |
| Date |  |
| Full name  |  |
| Job Title |  |
| Institution |  |



**HR/37 Proposal for Contribution Increment(s) for Research staff**

**Part 2: To be completed by immediate manager**

Contribution increments are awarded to recognise outstandingly good work achieved by the member of staff in comparison with others of the same grade, for which some additional recompense is appropriate; or on the basis of the need to retain the specialist skills possessed by a particular member of staff who would otherwise be likely to seek a more highly paid appointment elsewhere where a recruitment incentive payment cannot be awarded.

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| Institution |  |
| Full name of staff member |  |
| Job title of staff member |  |
| Date started in this position |  |
| CHRIS personal reference number - **Mandatory** |  |
| Current grade and salary scale point |  |
| Effective date of contribution increment – **if not 1 April 2020**  | *(Please state below reason for any backdating)* |
| Number of contribution increments proposed  | One [ ]  Two [ ]  Three [ ]   |
| Confirmation funding available to meet the cost | Yes [ ]  (tick to confirm)  |
| Funding code (for post funded entirely or partly from non-UEF/Chest income) **if different to current code** |  |

Please provide reasons for proposal (commenting on outstanding performance and/or need to retain specialist skills) and, where applicable, an explanation of why more than one increment is proposed.

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| (Continue on another sheet if necessary) |

Comments of immediate manager where the case is not supported

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| Signature (immediate manager) |   | Date |  |
| Full name and position |  |
| Signature (Head of Institution or nominated deputy) |  | Date |  |
| **Name and address** of individual to receive a copy of the outcome letter for employee file (Departmental Administrator or equivalent) - **Mandatory** |  |