UNIVERSITY OF CAMBRIDGE

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

Signature (applicant)	
Date	
Full name	
Job Title	
Institution	

Appendix 1: COVID-19 IMPACT ASSESSMENT FORM

We recognise that the COVID-19 pandemic has had a significant impact on the HEI sector and many research and teaching staff will have faced difficulties in carrying out their usual duties. We therefore welcome a voluntary statement detailing the impact on your current or future work.

Please complete the attached form and submit it to your line manager as part of your application if you believe that COVID-19 has affected your contribution over 2020/21.

This will be taken into account as part of the review process.

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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.

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 October 2021**	*(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.

(Continue on another sheet if necessary)

Comments of immediate manager where the case is not supported

COVID-19 (if relevant)

Having considered the voluntary statement of the applicant in the light of wider University advice (https://www.recruitment.admin.cam.ac.uk/files/uoc_covid_impact_statement_institution_guidance_final.pdf) I would make the following comments:

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**			

Appendix 1

COVID-19 IMPACT ASSESSMENT FORM

Voluntary Statement

Name: _____ **Faculty/Department:** _____

We recognise that the COVID-19 pandemic has had a significant impact on the HEI sector and many research and teaching staff will have faced difficulties in carrying out their usual duties. We therefore welcome a voluntary statement detailing the impact on your current or future work.

This can include access to labs and other resources due to building closures, access to primary data or opportunities to travel abroad to disseminate research or other circumstances. It may also include impacts as a result of caring responsibilities for children and/or other dependants, mental health issues such as heightened stress and anxiety over this period, or other disability related impacts.

This voluntary statement will be taken into account by the relevant promotions panel when evaluating your case for promotion. You may include reference to personal matters which have affected your work if you wish; however, there is no requirement to do so, nor are you required to disclose if you were furloughed.

All applicants for the Researcher Contribution Increment Scheme are invited to complete this form.

Please set out below details of the impact of the COVID-19 pandemic on your achievements and/or ability to carry out your usual duties during this time and your assessment of the cumulative impact on your future work. This statement should not exceed 1,000 words.

Signed: _____Date:_____