

RESEARCH CONTRACT STAFF APPOINTMENT FORM

Amended Sep 22: This form can be used for all Research Funded posts, i.e., posts funded from RS/GR type of account, irrespective of nature of post – research, administrative or academic (e.g. research buyout)

(Please complete in Block Capitals or type)

Name of person to be appointed to research post (Title, Forename, Surname):

Address:

Telephone No: _____ E-mail: _____

Please state Nationality: _____

Is the person to be appointed to the post, an EU National? Yes: ___ No: ___

Is the person to be appointed to the post, a Mandated Person?
(In accordance with the Children First Act 2015) Yes: ___ No: ___

If 'No', it may be necessary to obtain a work permit form the Department of Enterprise, Trade and Employment in respect of the post. Where a work permit is required, the permit must be in place before the person is employed. It is a criminal offence to employ a person without a work permit, where such a permit is required.

Name of Department (e.g. Biology, Chemistry): _____

Title of Post (e.g. Research Assistant, Post- Graduate Research Fellow): _____

Salary Scale & Point on Scale: _____

Post Type:

Permanent Temporary

Full-Time Part-Time, please state hours / FTE: _____

Brief Work Description:

Research Contract Number: _____

(Mandatory field) if no contract please indicate that there is none

Research Contract Sponsor Name: _____

(Mandatory field)

Business Unit Number(s): _____

(Mandatory field)

Split Cost Allocation: _____

Employment Commencement Date: _____

Employment Cessation Date: _____

*In general terms, unless there are good reasons for doing otherwise, where it is intended to employ a person for a number of years (e.g. 3 years), and where funds are available for that period, it is preferable to issue a contract for the full period, rather than, for example, issuing an initial contract for one year with two subsequent yearly renewals. Issues relating to suitability of contract employees, are best dealt with under the normal six-month probationary period provided for in contracts of employment.

Is the person to be employed already employed by Maynooth University?

Yes: ____ No: ____

If Yes, please provide the following details:

1. Employee staff number: _____

2. State:

a. The objective grounds justifying the renewal of the fixed-term contract

and

b. The objective grounds justifying failure to offer a contract of indefinite duration

It is important that you advise the Research Development Office (Finance), without delay, and at least three weeks prior to the date of the proposed renewal, of the details of any contract that you wish to have renewed. At least three weeks' notice must also be given in respect of a proposed first appointment.

Please note that if a fixed-term employee was employed by the University prior to 14 July 2003 and has completed three years continuing employment, the contract may be renewed only once and for a fixed term of not longer than one year, unless there are objective reasons for doing so. Please also note that where an employee of the University is employed on or after 15 July 2003, on two or more continuous fixed-term contracts, the aggregate duration of those contracts may not exceed four years, unless there are objective reasons for doing so. In circumstances where these terms are exceeded, in the absence of objective grounds, the relevant contract becomes one of indefinite duration.

A ground will be considered as an objective ground if it is based on considerations other than the status of the employee as a fixed-term employee and the less favourable treatment is for the purpose of achieving a legitimate objective of the University and is necessary for that purpose.

Remuneration	Year 1 €	Year 2 €	Year 3 €	Year 4 €	Year 5 €
*Basic Salary in (amount that will be paid directly to employee)					
**Employers PRSI					
***Employers Pension					
Total Cost					
Increment Due date		dd/mm/yy	dd/mm/yy	dd/mm/yy	dd/mm/yy

*Basic salary must be appropriate to the qualifications, experience, and appointment grade of the individual.

**Employers PRSI Rates are to be completed by RDO Finance.

***In relation to Single Public Service Pension Scheme, Employers Pension Rates are as follows (to be completed by RDO Finance):

Select as appropriate for relevant BU:

- Exchequer funded research staff – pension funding charge of 0%

OR

- Non-exchequer funded research staff – three times related employee contribution

Note that the above charge is indicative only based on the nature of funding source. This may be adjusted depending on individual staff pension history, in which case Finance is to advise RDO Finance to amend their records accordingly.

Please state any particular term(s) and/or conditions which is/are required to be included in the contract of employment (e.g. particular term required by sponsor):

This Research Contract Staff Appointment Form when completed should be forwarded to:

finance.rdo@mu.ie

Research Development Office (Finance)
Room 3.15, John Hume Building

In order to ensure that an employee, is included on the payroll in respect of any particular month, this form must reach the Research Development Office (Finance) no later than the first day of that month.

Name of Research Supervisor / Principal Investigator: _____

Signed: _____ **Date:** _____
(Research Supervisor / Principal Investigator)

For Research Development Office (Finance) Use Only:

Advice to HR Personnel:

Please issue a contract of employment in respect of the person named in this document who is to be appointed to a research post (**tick as appropriate**):

1. In accordance with the terms of this application
2. In accordance with the terms of this application with the following modifications:

Signed: _____
(Research Development Support Officer / Administrator)

Date: _____

Please note that posts funded from **Departmental RIF account** require additional approval as follows:

Faculty Dean approval for any replacement teaching / teaching buyout posts funded from RIF (to be arranged for by HOD):

Approved: _____
(Faculty Dean)

Date: _____

VP for Research approval for all posts (administrative / research / buyout) funded from RIF:
(to be arranged for by RDO Finance):

Approved: _____
(VP for Research)

Date: _____