**APPLICATION FOR A SPECIAL AWARD - INDIVIDUAL**

**\*From:** Head of Department/Vice Principal: Click here for a list of options

(Please note that you have the option to attend the relevant SRP meeting to put forward your proposal

in person)

**VP Signature:**

**HoD Signature:**

**To:** SRP Administrator, HR **Date:** Click here to enter a date.

I recommend that the person below is awarded a special award of:

Click here for a list of options   
This is equivalent to the sum of £ Click here to enter text. Cost Code: Click here to enter text.

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| Was the cost of this award agreed as part of the previous budget round? Yes:  No:  If not, briefly state where the funding for this award will come from: |
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Employee Name: Click here to enter text. Position/Job Title: Click here to enter text.

Employment Start Date: Click here to enter a date. \*\*FTE/Hours: Click here to enter text. Department: Click here for a list of options

Grade: Click here for a list of options Point within Grade: Click here for a list of options

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| Business case/reasons for recommending a Special Award.  Please see Policy and Practice documents for guidelines. Additional support and/or endorsement by the Vice Principal should be included. |
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**\*** Proposals submitted in respect of an employee whose post is funded by more than one department will need the approval of all

relevant Heads of Department. Proposals submitted in respect of an employee whose post is externally funded will need the approval of the Head of Research Administration.

\*\* For part-time employees, please confirm whether the amount awarded needs to be pro-rated prior to payment.

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| Additional Information (HR use only). |
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