**APPLICATION FOR A RESPONSIBILITY ALLOWANCE**

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

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

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| **Employee Name** | Click here to enter text. | **Proposed**  **Award** | £ Click here to enter text. per annum | |
| **Employee Number** | Click here to enter text. | **Allowance Start Date** | Click here to enter a date. | |
| **Job Title** | Click here to enter text. | **Allowance End Date** | Click here to enter a date. | |
| **Department** | Click here for a list of options | **Current Grade**  **& Spine Point** | Click here for a list of grade options | Click here for a list of spine options |
| **Employment Start Date** | Click here to enter a date. | **FTE** | 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:** |
| Click here to enter text. |

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| **Business case/reasons for recommending a Responsibility Allowance.**  **Please see Policy and Practice documents for guidelines. Additional support and/or endorsement by the Vice Principal should be included.** |
| Click here to enter text. |

**\*** 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.

\*\*\*Responsibility allowances must be for a fixed period only.

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

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| **Head of Department** | Click here for a list of options | **Signature** | Click here to enter text. |
| **Authorising VP** | Click here for a list of options | **Signature** | Click here to enter text. |