

# Maynooth University Research Funded Post Requisition Form

*Amended Dec 20: 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)*

**All Appointments are Subject to the Terms of the 'Employment Control Framework for the Higher Education Sector'**

Name of Person Requesting Post: \_\_\_\_\_

Department / Institute of Person Requesting Post: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Contact Details of Person Requesting Post:

Email: \_\_\_\_\_ Extension / Number: \_\_\_\_\_

Requested Position:  Admin  Academic  Technical  Research / Other

Job Title of Requested Post: \_\_\_\_\_

Proposed Salary Scale: \_\_\_\_\_  
(please also indicate if there are any restrictions in respect of maximum Point on scale available)

Department Post is attached to: \_\_\_\_\_

New Post  Yes  No

If Yes, please state reason for new post: \_\_\_\_\_

\_\_\_\_\_

If No, and replacing an existing staff member, please state staff name, staff number and reason for replacement:

\_\_\_\_\_

\_\_\_\_\_

Post Type:

Permanent  Temporary

Full-Time  Part-Time, please state hours / FTE: \_\_\_\_\_

Contract Duration (in months): \_\_\_\_\_

Business Unit Number(s): \_\_\_\_\_ Sponsor Name: \_\_\_\_\_

(Mandatory Field)

Expected Date of Commencement of Post: \_\_\_\_\_

Type of Advertisement for Post:

Maynooth Website - (Internal)  Euraxess  Naturejobs

Maynooth Website - (External)  University Vacancies  HEAnet

Other - please state: \_\_\_\_\_

Sponsor / funder acknowledgement & logo to be displayed:  Yes  No

**Comments:**

**RDO Finance approval:**

Signed:

Date: