**R&D3 Amendment Form for Research/ Enterprise Staff**

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| |  | | --- | | **To be completed by Project Manager/ Principal Investigator:**  I wish to confirm  **Staff Member:** **Staff Number:**  is moving from  **Project Code:** to **Project Code:**  **With effect from (date):**  till **(end date):** (or end of contract)  **Signed:**    **Print Name:**  **Date:**  **Note: If the Duties of this post has changed please attached an updated Job Description.**  **For contract extensions please refer to:**  <http://www.dit.ie/hr/resourcing/resourcing/researchstaff/#d.en.104659> | | **Amendment Details (if applicable):** | | **For Research & Enterprise Use Only**  **NOTICE TO HUMAN RESOURCES DEPARTMENT.**  I can confirm that funds have been allocated for the employment of this staff member for the period and may be paid at the appropriate rate with regard to his/her qualifications and experience.  **Signed:**  **Research Accountant Date:**  **Signed:**  **Head of Research Date:** | | Please return via email to [postaward@tudublin.ie](mailto:postaward@tudublin.ie)  **Please be aware that under the Employment (Miscellaneous Provisions) Act 2018 an employee must receive a written statement within 5 days of commencing employment.** | | |
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