**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 **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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