Coláiste na Tríonóide, Baile Átha Cliath
Trinity College Dublin
Ollscoil Átha Cliath | The University of Dublin

FlowForma®
Empowering Process Automation

User Guide – Research Nomination Form

Principal Investigator (or delegate)

Step by Step guide to nominate a Researcher using FlowForma

Click here to find the online Research Nomination Form through FlowForma.

The form will automatically recognise your name when you log in and the date you created the form.

Form is split into 5 Sections

PI (or delegate) to complete each section, all fields are mandatory. You will not be able to submit the form unless all required fields are completed.

Section 1: Details of the person being nominated

Does the candidate hold a PhD; three options will appear:

Yes, No, Other equivalent research experience.

In the event the candidate does not hold a PhD but will receive the title of Research Fellow, evidence of the research experience must be provided by way of uploading their CV. This scenario will require Dean Approval. **It is important to list all qualifications in this section as this is required for nomination to board and council.** Option to Attach CV is available here.

Section 2: Details of the Post

The title of the Post will automatically populate based on the answer to the PhD question in section 1. The relevant salary scales will also appear based on this choice.

Please take processing times (approx. 4 weeks) should into consideration when choosing a commencement date.

Notional end date is the date the grant is due to expire or when you think the contract will end.

If additional allowances are required, enter full details here.

Standard working hours for a researcher is 39 hours per week. Should you choose other, please confirm the hours and the salary will be calculated accordingly on a pro rata basis.

Section 3: Area in College

The details available in Section 3 reflect the college hierarchy.

When you select the Faculty/Division, the relevant finance partner for the area will appear.

The Head of School will default to the School Manager and the HR Partner will be relevant to the choice made.

All workgroups pertaining to the school will appear in the drop-down list. In the event a new workgroup is required, the PI should leave this section blank. The School Manager will need to provide a suggested workgroup name at Step 2.

In this section, the PI must include their name, full title of the project & a description of the work. This will be used for contract purposes.

The charge code needs to be included here. Ideally all researchers should be coded to a research grant using a POETA code.

When you select Research – Project/Award, the following screen will appear.

You must select from the drop-down options, remembering to scroll to the right to complete all fields.

If the post is split funded, you have the option to and then indicate the percentage split.

If you choose a POETA code, this **does not** require Dean approval.

When you select GL – Activity/Source of Funds, the screen below will appear. You will then select a suitable Activity Code and Source of Fund code from the drop-down list.

If you choose a GL code, this **does** require Dean approval.

The following three options will appear under eligibility:

If you select, Irish/EU/EEA National no other information/documents are required.

If you select, Under an Irish Immigration Permission (Stamp), you have the option to upload a copy of that permission stamp.

If you select, Require Hosting Agreement (Work Permit), links to the relevant information will appear. You are required to adjust the commencement date based on the timelines set out on the HR website.

You must also provide the following information as this is required to apply for a visa/hosting agreement.

Purpose of the Research Project

Total Amount of Project Funding

It is the responsibility of the PI to get the Applicant Declaration form and ASC form signed by the candidate and attach them here. In the event this is a nomination for an existing employee and the pension forms are not required, please upload a blank form.

The PI must indicate here if Garda Vetting is required. If you select yes, the HR Onboarding Team will activate this process. Please note, this will also affect the commencement date.

The PI must confirm that the employee will be resident in Ireland on their commencement date.

If for some exceptional reason they are not, select no and you must provide a reason for this. This will need approval by the Dean/HR.

Will the candidate be resident in Ireland on the commencement date and for the duration of the contract ⓘ

No ▾

Please provide a reason for this and specify country of residence for the duration of the contract ⓘ

Section 6: Sign Off and Submit

The final step is sign off and submit. At this stage, the PI can submit the form, save the form, or delegate the form.

If you <u>do not</u> want to delegate, the default position is "no" so simply press submit and the form will flow to Step 2: Head of School (or delegate) approval.

Principal Investigator Sign Off

On submission of this form, you are confirming that:

- appropriate funding is available
- nominated candidate is qualified for the post
- candidate is eligible to work in Ireland

To delegate this form, tick yes below, enter the name, press SAVE and a notification email will be sent.

Do you want to delegate this form   ◯ Yes   ⬤ No

Delegation history

* Required

Comments

Submit   Save   Close

If you do want to delegate, select "yes" and the fields below will appear. Enter the name of the person who you wish to delegate, provide a comment and press **SAVE.** (You only press Submit if you wish to Submit the form to the next step 2.) Once you delegate, you are handing over authority to this person to submit on your behalf. Alternatively, you can ask the delegate to send it back to you for final submission.

You can only Submit this form once ALL data has been completed.

To delegate this form, tick YES below, enter the persons name, and then press SAVE (not Submit) to delegate the form and a notification email will be sent.

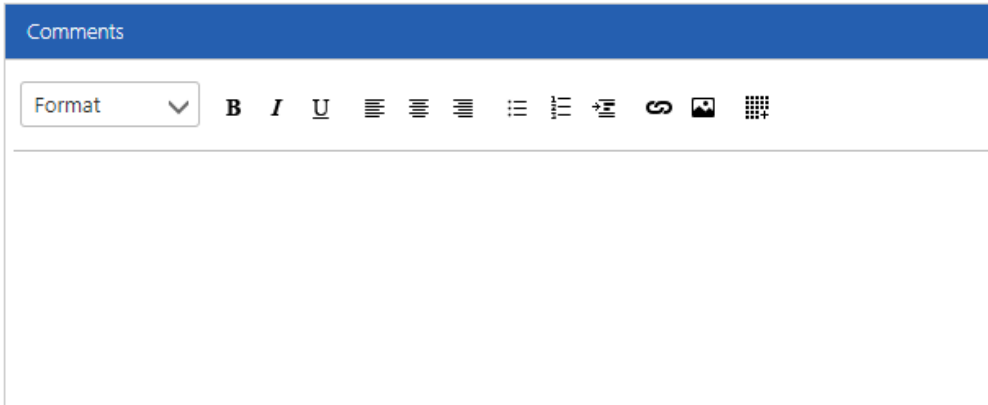|	
Do you want to delegate this form *	◉ Yes ○ No
Form delegated to *	Enter a name or email address...
Delegated Person's Area	
Message to delegate	
Delegation history	

Reminder: To **delegate** the form - press SAVE and an email will be sent to the delegate

Comments

There is a comments section at the bottom of the form; this is a free text field and can inlcude any relevant comments pertaining to the nomination. Please note any comments added here will be visible to anyone who has access to the form.

Once all the required fields have been entered, you can then submit by clicking he SUBMIT button. The form will move to Step 2 (HOS or delegate approval)

Once you submit, you will automatically be taken to your tracker and can track progress of the nomination.

If at any step the approver does not approve the form, they will be asked to provide a reason and an email will be sent to the person who submitted the form. Based on why the form was rejected, the form can be amended and re-submitted or it can be deleted.

When the form has gone through the full approval process and the researcher has been set up on CoreHR, a welcome email will be sent to them via the personal email address that was supplied at Step 1.

An email will also be sent to the PI and the HOS/Delegate to let them know that the person has been set up and to confirm their start date.

Save and Not Submit

If you do not have all the required details, you can save the form and then press CLOSE. At this stage, you will be brought back to your tracker. You should pin this page to your browser so you can revert to this tracker when you are ready to complete the nomination.

If for some reason, you cannot locate your tracker page, you can scroll to the bottom of a blank form, click CLOSE and it will take you to your tracker where you will find the link to the form you had started.