



Coláiste na Tríonóide, Baile Átha Cliath  
Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin



# **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.

The screenshot shows a progress bar with five steps: Step 1 (PI or Nominee), Step 2 (HOS or delegate approval), Step 3 (Finance Approval), Step 4 (HR Onboarding - Review), and Step 6 (HR Onboarding - Generate...). Below the progress bar, the form version is 1.4. The 'Created On' field shows the date 24/04/2024 at 09:52:26. The 'Created By' field shows the name Joanne O'Hanlon.

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.

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### Section 1: Details of the person being nominated

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The screenshot shows the 'Details of the person being nominated' form section. It includes the following fields: Title (dropdown), First Name (text), Surname (text), Full name (text), Gender (dropdown), Does the candidate hold a PhD (dropdown), Degrees or qualifications and awarding body for each qualification (text area), Nationality (dropdown), Personal Email (text), Phone No (text), Current Address (text area), and Date of Birth (text with calendar icon).

**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

### Details of the Post

Title of Post

Commencement Date \* [i](#)

Notional End Date

Additional Remuneration/Allowances (if any)

Hours worked per week [i](#)

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.

### Details of the Post

Title of Post

Commencement Date \* [i](#)

Notional End Date \*

Research Fellow Salary Scales \* [i](#)

Post-Doctoral Researcher 1

Additional Remuneration/Allowances (if any)

Hours worked per week \* [i](#)

Area In College

- Post-Doctoral Researcher 1
- Post-Doctoral Researcher 2
- Research Fellow
- Senior Research Fellow
- Other

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.

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## Section 3: Area in College

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### Area In College

Faculty/Division *	<input type="text"/>
School/Area *	<input type="text"/>
Cost Centre *	<input type="text"/>
Cost Centre Code	<input type="text"/>
Finance Partner * ⓘ	<input type="text" value="Enter user names, email addresses..."/>
Head Of School or Delegate Approver * ⓘ	<input type="text" value="Enter user names, email addresses..."/>
HR Partner	<input type="text" value="Enter user names, email addresses..."/>
Work Group *	<input type="text"/>
Work Group Code	<input type="text"/>
Work Group Exists *	<input type="text"/>

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.

## Section 4: Details of the Project

Title of PI

Name of Principal Investigator

Title of Project

Description of work

Is the charge to a Research or GL code

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.

Is the charge to a Research or GL code

Faculty/Division *	School/Area *	Cost Centre *	Select Project *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ add new row

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.

Is the charge to a Research or GL code

GL code details

Select Activity	Select Source Of funds
<input type="text"/>	<input type="text"/>

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

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## Section 5: Pre-Employment Requirements

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### Pre Employment Requirements

On what basis is the candidate eligible to work in Ireland \*

Nominees to pensionable posts must complete: [Applicant Declaration Form](#)


All nominees must complete: [ASC 10](#)

Please attach the Pension Declaration form here \*


Select from device

Please attach ASC10 form here \*

Select from device

Is Garda Vetting required \* 

Yes  No

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

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The following three options will appear under eligibility:



- Irish/EU/EEA National
- Under an Irish Immigration Permission (Stamp)
- Require Hosting Agreement (Work Permit)

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.

On what basis is the candidate eligible to work in Ireland \*

Under an Irish Immigration Permission (Stamp)

Upload copy of relevant permission stamp

Select from device

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 [i](#)

Please provide a reason for this and specify country of residence for the duration of the contract [i](#)

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## Section 6: Sign Off and Submit

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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 do not 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

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SubmitSaveClose



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 \*

Delegated Person's Area

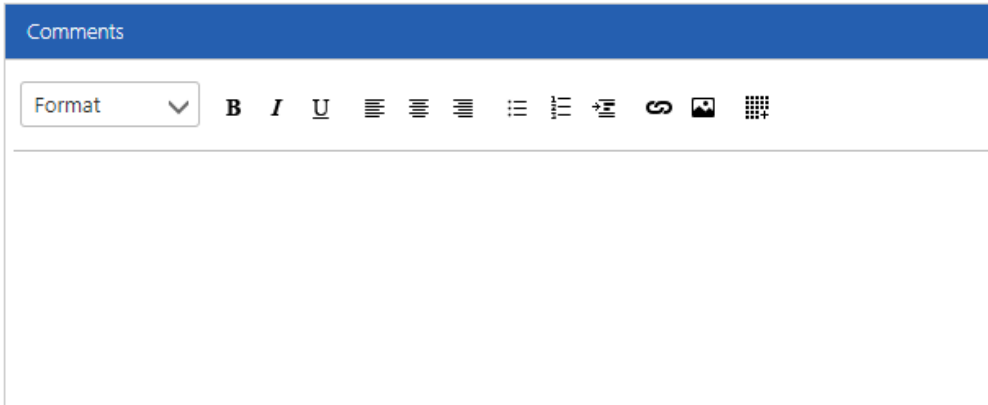
Message to delegate

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 include any relevant comments pertaining to the nomination. Please note any comments added here will be visible to anyone who has access to the form.

A screenshot of a web form's comments section. At the top, there is a blue header bar with the word "Comments" in white. Below this is a toolbar with a "Format" dropdown menu and several icons for text formatting: bold (B), italic (I), underline (U), bulleted list, numbered list, indent, link, image, and a grid icon. Below the toolbar is a large, empty white text area for entering comments.

Once all the required fields have been entered, you can then submit by clicking the 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.

A screenshot of the bottom of a web form showing three buttons: "Submit" (blue), "Save" (grey), and "Close" (grey). A yellow rectangular box highlights the "Close" button.