**INDIVIDUAL MERIT PROMOTION SCHEME**

**INDIVIDUAL MERIT PROMOTION PERIODIC REVIEW**

**Please read the attached guidance notes carefully before completing this form.**

**Holders of Individual Merit Promotion are welcomed from all sections of the community irrespective of ethnic origin, religion, age, sexual orientation, disability or gender.**

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| **Part A - To be completed by the candidate** | |
| **1. Name in Full** |  |
| **2. Name of Institute/Organisation** |  |
| **3. Principal Discipline** |  |
| **4. Present IM Level** |  |
| **5. Application criteria** | **Basic and strategic research ☐**  **Or / and / %**  **Application of existing knowledge ☐** |

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| **6. Provide a brief CV summarising your career to date** *(Max 2 A4 pages, any additional information will not be taken into consideration)* |

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| **7. Summarise your achievements as an IMP over the last 5 years. Make reference to selected papers or items of supporting evidence explaining the significance of each. Please also provide a URL to your full publication list** *Finally for this section please include a summary of your research for the layman in a short paragraph of four or five lines.*  *Max length of section 7 should be no more than 3 pages A4, any additional information will not be taken into consideration)***.***)* |

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| **8. Future Research – what do you plan to achieve? Outline the next 5 year programme, with a detailed plan of activities for the first 12 months** *(Max 2 A4 pages, any additional information will not be taken into consideration)* |

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| **9. Position in organisation, including size of research team** *(Max 1 A4 page, any additional information will not be taken into consideration)* |

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| **10. Awareness of Scheme** |
| I confirm that I have read the Individual Merit Promotion Procedure, which describes the IMP Scheme.  **SIGNATURE**  **DATE** |

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| **Part B** - **To be completed by the candidate’s line management. The candidate should not contribute to Part B** |
| **11. Statement of support by the Institute Director or Head of Organisation** |

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| **12. Endorsement** *(A signature is required by the Institute Director or Head of Organisation endorsing the following statements)* |
| I confirm that:  **i.** “The proposed programme of work is endorsed by this institute/organisation, which will use its best endeavours to ensure that, if successful, it is appropriately funded and resourced”  **ii.** “If successful, the candidate will be able to devote the major proportion of their work time to personal research and associated activities over the next five year period, consistent with the high levels of scientific quality and productivity required for IMP, and that any organisational role that he/she will be required to play within the institute/organisation during this period will be compatible with this commitment to personal research.”  **iii.** The information given in both parts of this nomination is to the best of my knowledge correct.  **SIGNATURE:**  **PRINT NAME:**  **BAND:**  **JOB TITLE AND POSITION WITHIN ORGANSATION:**  **DATE:** |

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| **APPENDIX 1** |
| **Research Grants Awarded and Contracts in last 5 years.** *Please state your role (PI / Co-I) and the amount of funding awarded to your institution through you. If your work does not require you to raise funds, please say so.* |

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| **APPENDIX 2** |
| **Provide names and Email contact details of 4 referees** |

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| **APPENDIX 3** |
| **Equal Opportunities Monitoring Form**  *(Candidates should complete and return the form as a separate document with the nomination)* |

Completed nominations should be submitted electronically, via your Director/Head of Organisation to:

Angela Roythorne

HR Operations Lead STFC/UKRI

[Angela.Roythorne@ukri.org](mailto:Angela.Roythorne@ukri.org)