

# Hiring and Employee Changes (Research Funded)

## Frequently Asked Questions

**1) Do I need to advertise a Research Funded Post?**

All new posts which are part of the Research Careers Framework must be advertised. For posts outside of the framework you are encouraged to advertise them however there may be some flexibility. You should discuss your requirements with your Resourcing Consultant in advance of completing an online hiring form.

**2) When can I extend a Research Funded Post?**

You can extend a Research Funded Post subject to the [Contract Management Guidelines](#). You should review the guidelines in advance of completing an online hiring form.

**3) When is it appropriate to fill a post using the "Direct Hire" form?**

All new posts which are part of the Research Careers Framework must be advertised. For posts outside of the framework you may choose to appoint someone directly however you should consider the duration of the post and determine if it is appropriate to advertise. A frequent example of a direct hire is when a researcher has won their own award.

**4) How do I amend the working hours for an existing contract?**

You should choose the "Change Employee Details" section and complete a Change of Hours Form.

**5) How do I amend the grant code for an existing contract?**

You should choose the "Change Employee Details" section and complete a Change of Grant Code Form.

**6) Who approves Research Funded Hiring and Employee Change Forms?**

Research Funded Hiring and Employee Change Forms are approved by the Principal Investigator and the Head of School. In addition, the Research Finance Office approve all appointments before a contract is issued to ensure there is sufficient funding for the duration of the contract.

**7) How do I cancel an Online Hiring Form?**

Only the creator of the online hiring form can cancel a form thus deleting it from the system. Cancelled forms cannot be restored once deleted. If the form has been submitted to the Head of School/Unit or Finance Manager the form would need to be returned to the creator in order for it to be cancelled.

**8) I have submitted a form however I don't know where it is in the approval process?**

Under the "My Approvals" tab you can monitor the form as it moves through the approver levels.

**9) I have received an email confirming that an Online Hiring Form is awaiting my approval. How do I do this?**

The email you received included a link to the form however you can also access the system via Human Resources, Resourcing, Hiring and Employee Changes (Research Funded) and select My Approvals.

**10) I am not sure what is the appropriate salary for this post?**

Please consult with your Resourcing Consultant or the Research Finance Office before submitting an Online Hiring Form.

**11) How do I enter a Non-Scale salary?**

You need to select "Non-scale" as the grade and input the non-scale amount in the next field to submit the form.

**12) How do I enter a non standard title for this post?**

You need to select "Other Title" as the Post Title before you can enter a non standard post title not currently on the system.

**13) I don't know what objective grounds to enter?**

Objective grounds should be discussed with your Resourcing consultant before the Online Hiring Form is submitted. The objective grounds are fundamentally the reason for this post i.e. maternity cover, career break, a new project, a requirement for specialist expertise etc.

If this is a Research Career Framework (RCF) post, Standard Objective Grounds will apply. If the post is outside of the RCF, the Resourcing Consultant will use the information provide to create appropriate objective grounds.

**14) I am unsure if Garda Vetting is required for this role?**

If you are unsure if Garda Vetting will apply please consult with the Resourcing Consultant to discuss the requirements under legislation. If the post includes contact children or vulnerable persons, it is likely that vetting will be required. You can also consult the Garda Vetting Policy for further details: [UCD Garda Vetting Policy](#)

**15) I am completing an Online Hiring form for a Research Grant which will not commence until some time next year. What date should I put as the planned start date?**

The planned start date is always provisional. The planned start date must always be in the future but the future date can be revised in conjunction with an applicant and relevant grant.

**16) This post is funded by a number of grant codes however there is only space for the primary grant on the form. Where do I enter the rest of the details?**

You enter the primary grant code in the appropriate field however where more than one grant code is involved the breakdown by grant code and the % allocation should be added to the Additional Grant Code Information Field.

**17) I would like to arrange for the appointee to have a salary increase after 12 months, can I include this in the comments section of the hiring form?**

No, you cannot include a future change on the Online Hiring Form. You will need to complete an Employee Change Form to amend the salary. For example, the initial living and mobility allowance can be included on the form but future changes in year 2 or year 3 will need to be submitted via a change form.

**18) The grant code for this post will change after 12 months. Can I include this change in the Grant Code Comments section of the hiring form?**

No, you cannot include a future change on the Online Hiring Form. You will need to complete a Grant Code Change Form to amend the grant code.

**19) What do I do if my grant code is outstanding?**

If your grant code is still in the process of being setup you can proceed with advertising a role but you must attach the relevant documents to indicate for example if funding has been awarded or the grant code is currently being setup. In this scenario you would select the category of "grant code outstanding" under the grant code primary field and then type the reasoning into the grant code information field. You cannot, however, proceed with a direct hire, extension or change in grant code without a grant code being in place.

**20) Who should I contact in relation to funding/project end date queries?**

Only the Research Finance Office ([rfo@ucd.ie](mailto:rfo@ucd.ie)) would be able to advise on these details.

**21) Who do I contact if my grant code is not appearing in the dropdown list?**

New grant codes not yet registered will not be able to appear in the system and the grant registration process should be discussed with UCD Research.

If an existing grant code is still not showing up in the system and it is their primary grant code queries would have to be addressed to the Research Finance Office ([rfo@ucd.ie](mailto:rfo@ucd.ie)) who may need to refer to UCD Research to confirm the correct ownership. Once confirmed any change in the system would be processed by the Finance Systems Team ([finance.systems@ucd.ie](mailto:finance.systems@ucd.ie)) before the change would appear in the new online system.