Please return a copy of this checklist for **each** of the candidates you have ranked for support from the INT.

|  |
| --- |
| **Name of Applicant**  |
|  |
| **Proposed Host Institution** |
|  |
| **Contact details of administrative contact for LECF in the Host Institution** |
| **Name** | **Title** |
|  |  |
| **email** | **Telephone** |
|  |  |

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| --- |
| **Salary estimates (include on-costs and inflation for the next 3 years but not apprenticeship levy**) – at this point, this is for INT budgeting purposes only, but you will need to discuss the starting salary with any candidate you are entering in the national competition. We will ask you for confirmation of these figures if your candidate is successful nationally |
| Point at which this candidate is likely to be appointed on the University’s Single Salary Spine | *Point* |
| Salary + on costs Year 1: | *£* |
| Salary + on costs Year 2: | *£* |
| Salary + on costs Year 3: | *£* |
| **\*\*\*If the salary costs detailed above exceed £52k in any year of the Fellowship, please confirm:** |
| ***either* that you can cover the shortfall in costs in full (or in part),**  |  **Amount you have available (not from public sources)** | **£** |
| ***or* you request that *INT underwrites the shortfall***  |  |

|  |  |
| --- | --- |
| **Checklist: this application includes the following items:**  | **Yes (x)** |
| Candidate’s application (cover sheet, CV, list of major publications, statement of current research, detailed statement of proposed research) |  |
| Two references (the candidate will have arranged for these to be sent to you directly) |  |
| Letter from HoD indicating ranked list of up to two applicants, the total number of applications received and information on how the ranking has been produced |  |
| INT Host Institution Questionnaire |  |